



## Working with Ad Hoc Documents

Created on Tuesday, April 15, 2008



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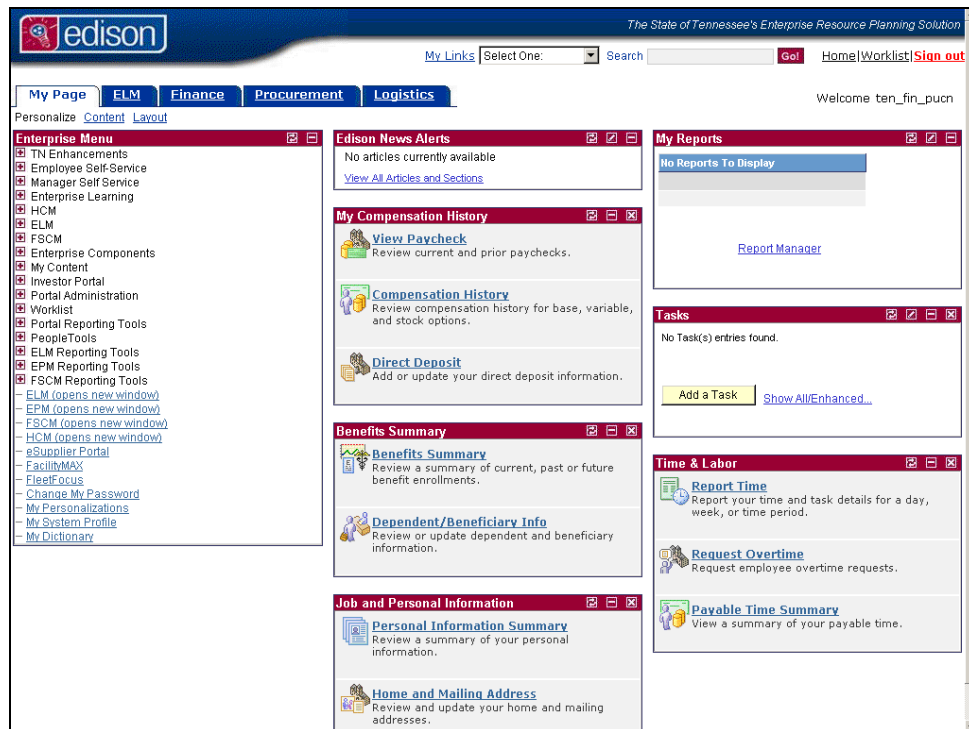
## Ad Hoc Documents


### Create an Ad Hoc Document

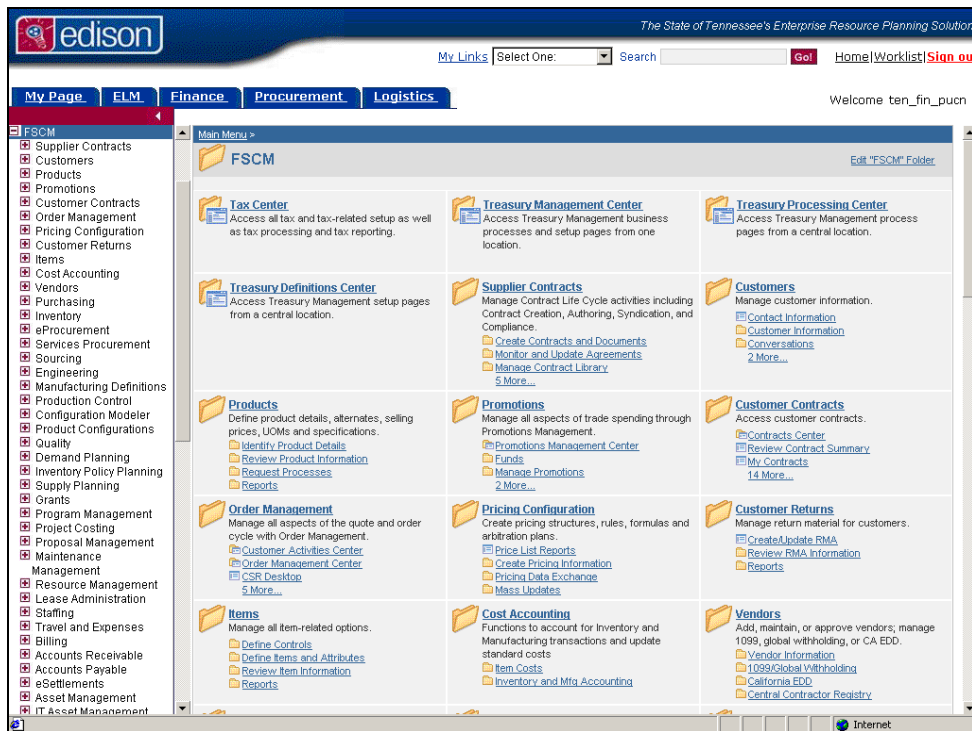
Ad hoc documents are stand-alone documents not associated with transactional purchasing contracts. Purchasing contracts and ad hoc documents differ in the way that they are processed and the underlying bind variables they reference. ex: Pro-Forma and RFP are commonly ad hoc documents.




### Procedure

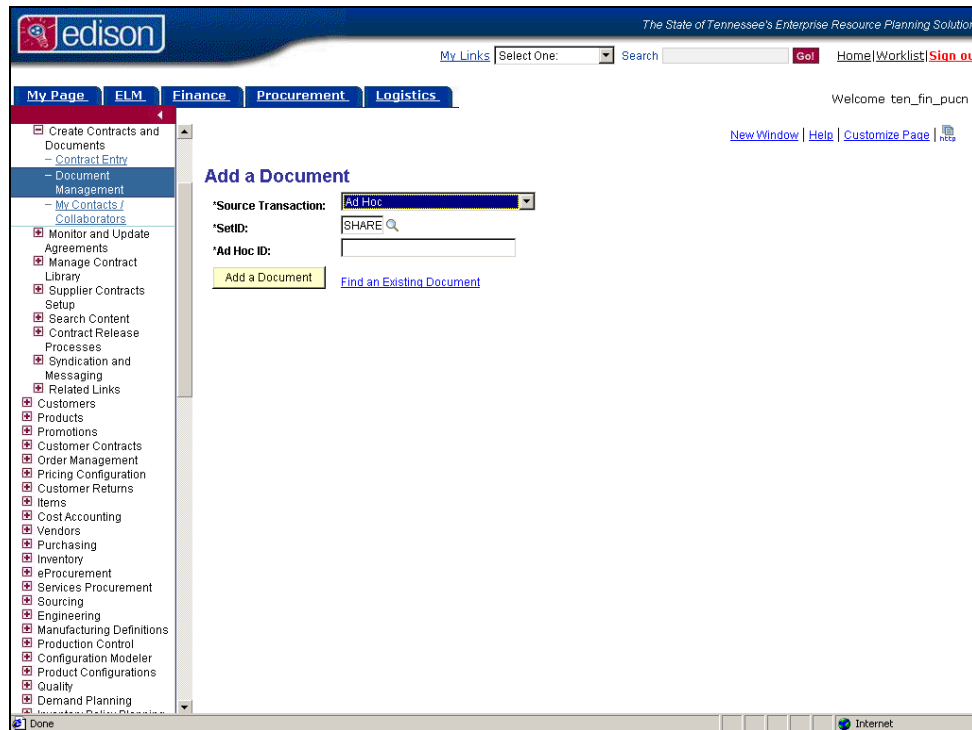
In this topic you will create an ad hoc document.



Step	Action
1.	Click the <b>FSCM</b> link. 

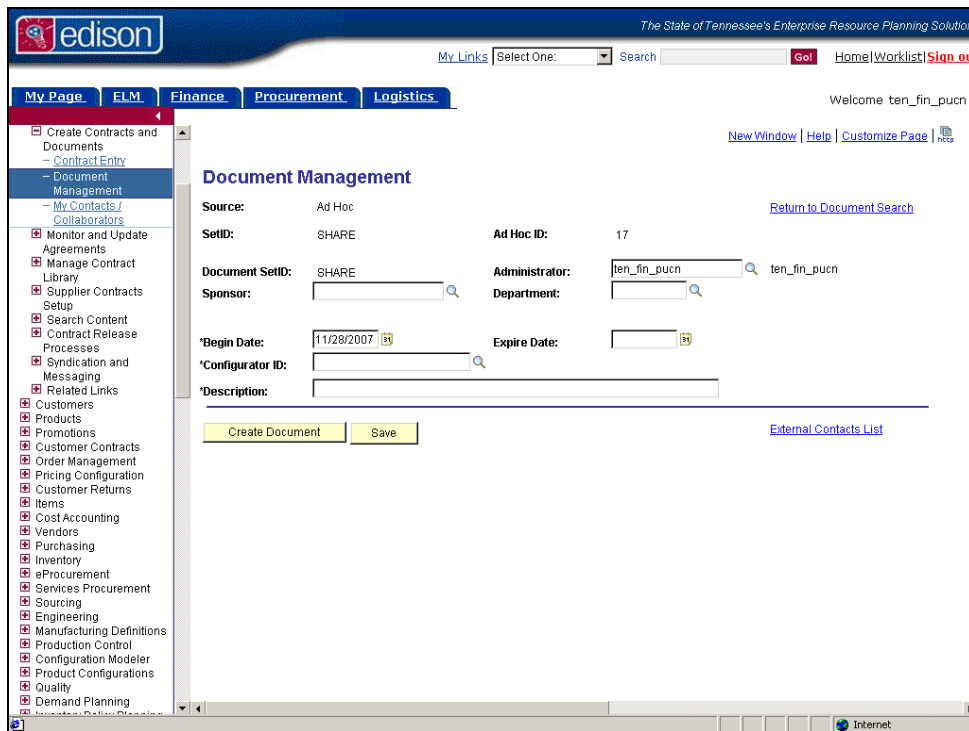


Step	Action
2.	Click the <b>Supplier Contracts</b> link.  <b>Supplier Contracts</b>
3.	Click the <b>Create Contracts and Documents</b> link.  <b>Create Contracts and Documents</b>
4.	Click the <b>Document Management</b> link.  <b>Document Management</b>
5.	An Ad Hoc ID can be any unique combination of letters and numbers.



The screenshot shows the Edison Project web application interface. The top navigation bar includes the Edison logo, a search bar, and links for My Links, Select One, Search, Go!, Home, Worklist, and Sign out. Below the navigation bar are tabs for My Page, ELM, Finance, Procurement, and Logistics. The left sidebar contains a tree view of the application's functionality, including Create Contracts and Documents, Monitor and Update Agreements, and various other modules. The main content area displays the 'Add a Document' form, which includes fields for Source Transaction (set to Ad Hoc), SetID (set to SHARE), and Ad Hoc ID. There are buttons for 'Add a Document' and 'Find an Existing Document'.




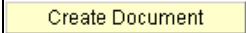
Step	Action
6.	Click in the <b>Ad Hoc ID</b> field. <input type="text"/>
7.	Enter the desired information into the <b>Ad Hoc ID</b> field. Enter " <b>17</b> ".
8.	Click the <b>Add a Document</b> button. <input type="button" value="Add a Document"/>
9.	The <b>Department</b> will default from the sponsor's name if available.



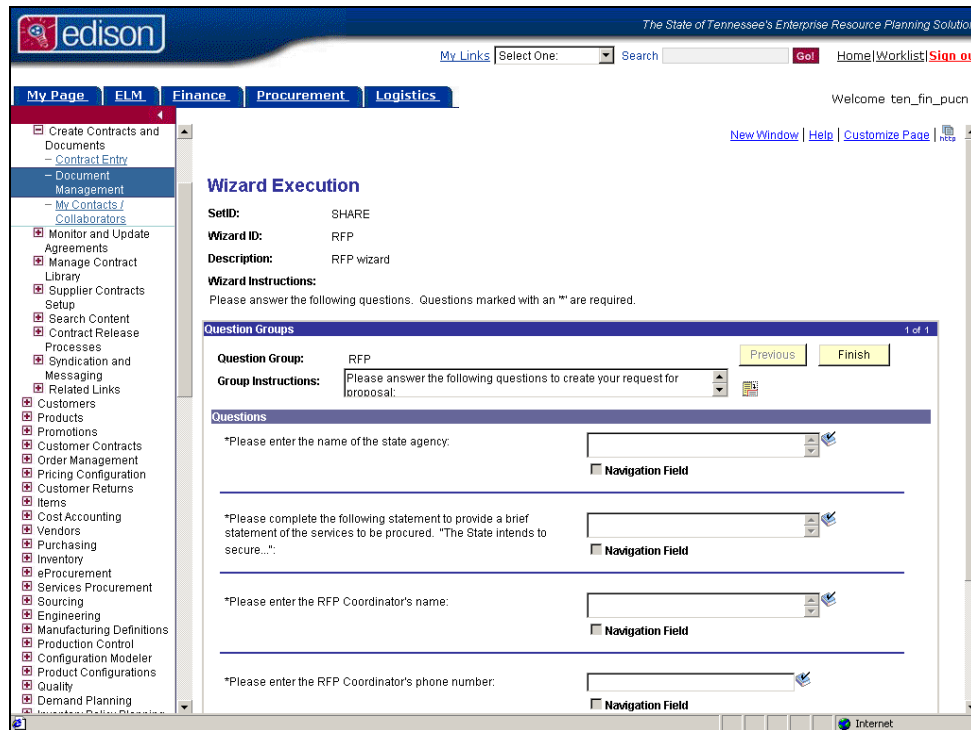
The screenshot shows the Edison Document Management interface. The top navigation bar includes 'My Page', 'ELM', 'Finance', 'Procurement', and 'Logistics'. The left sidebar lists various modules such as 'Create Contracts and Documents', 'Monitor and Update Agreements', 'Customer Contracts', and 'Demand Planning'. The main content area is titled 'Document Management' and contains the following fields:



- Source:** Ad Hoc
- SetID:** SHARE
- Ad Hoc ID:** 17
- Document SetID:** SHARE
- Sponsor:** [Text Field]
- Administrator:** ten\_fin\_pucn
- Department:** [Text Field]
- \*Begin Date:** 11/28/2007
- \*Configurator ID:** [Text Field]
- Expire Date:** [Text Field]
- \*Description:** [Text Field]

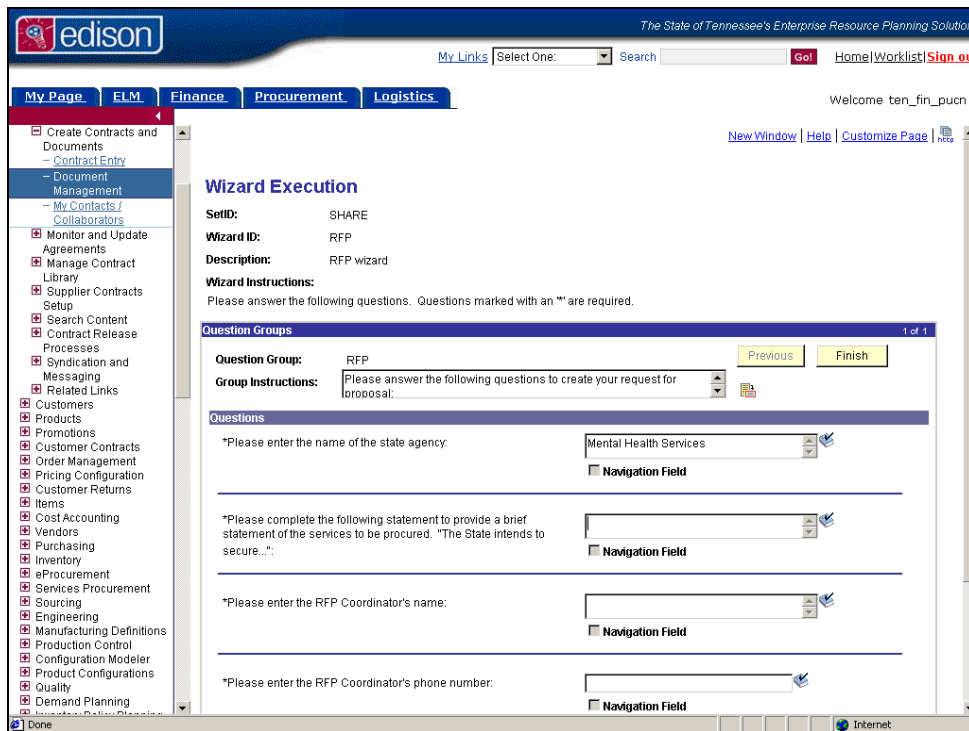
At the bottom of the form are two buttons: 'Create Document' and 'Save'. There are also links for 'Return to Document Search' and 'External Contacts List'.

Step	Action
10.	The <b>Configurator ID</b> is a template for how the contract will be laid out. Depending on which configurator you choose Edison might ask you questions to aid in developing the document. Click in the <b>Configurator ID</b> field. 
11.	Enter the desired information into the <b>Configurator ID</b> field. Enter " <b>RF</b> ".
12.	Click the <b>Look up Configurator ID</b> button. 
13.	Click an entry in the <b>Configurator ID</b> column. 
14.	Click in the <b>Description</b> field.
15.	Enter the desired information into the <b>Description</b> field. Enter " <b>Proposal for renovations of the Mental Health Services</b> ".
16.	The configurator that was chosen has questions associated with it. You will answer these questions on the next page. Click the <b>Create Document</b> button. 





Step	Action
17.	Click in the <b>Response</b> field. 
18.	Enter the desired information into the <b>Response</b> field. Enter " <b>Mental Health Services</b> ".
19.	Click in the <b>Response</b> field. 



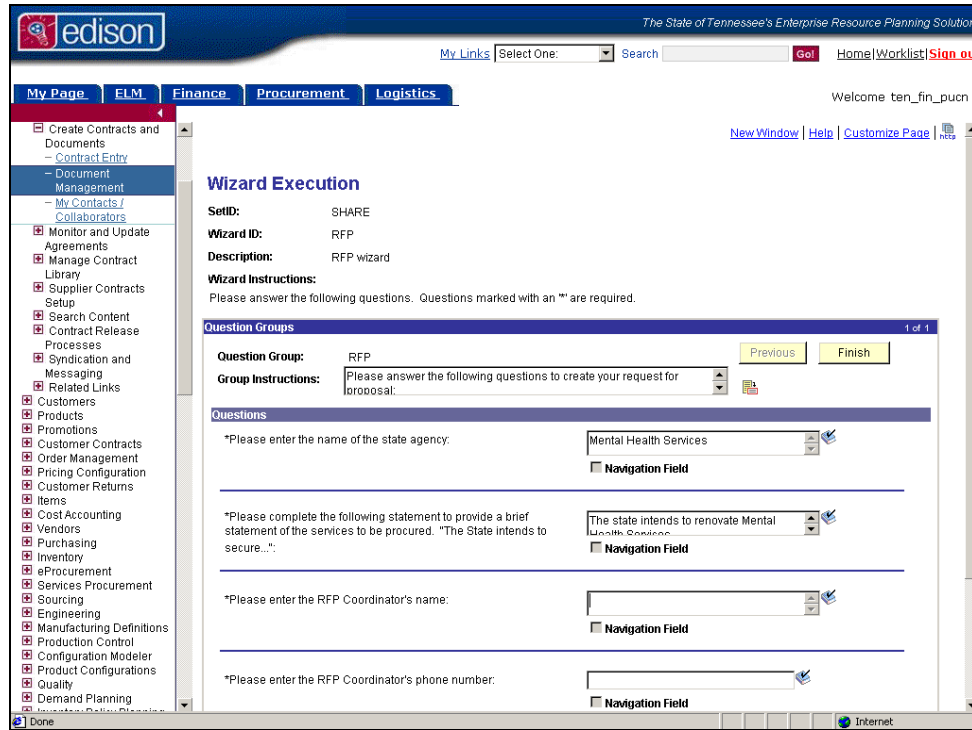
The screenshot shows the 'Wizard Execution' screen in the Edison Project. The left sidebar contains a navigation tree with categories like 'Create Contracts and Documents', 'Monitor and Update Agreements', 'Supplier Contracts Setup', 'Search Content', 'Contract Release Processes', 'Syndication and Messaging', 'Related Links', 'Customers', 'Products', 'Promotions', 'Customer Contracts', 'Order Management', 'Pricing Configuration', 'Customer Returns', 'Items', 'Cost Accounting', 'Vendors', 'Purchasing', 'Inventory', 'eProcurement', 'Services Procurement', 'Sourcing', 'Engineering', 'Manufacturing Definitions', 'Production Control', 'Configuration Modeler', 'Product Configurations', 'Quality', and 'Demand Planning'. The main content area is titled 'Wizard Execution' and displays the following information:

- SetID:** SHARE
- Wizard ID:** RFP
- Description:** RFP wizard
- Wizard Instructions:** Please answer the following questions. Questions marked with an "\*" are required.


Below this information is a 'Question Groups' section with a dropdown menu set to 'RFP' and buttons for 'Previous' and 'Finish'. The 'Group Instructions' state: 'Please answer the following questions to create your request for proposal.' The 'Questions' section contains four required questions, each with a text input field and a 'Navigation Field' button:

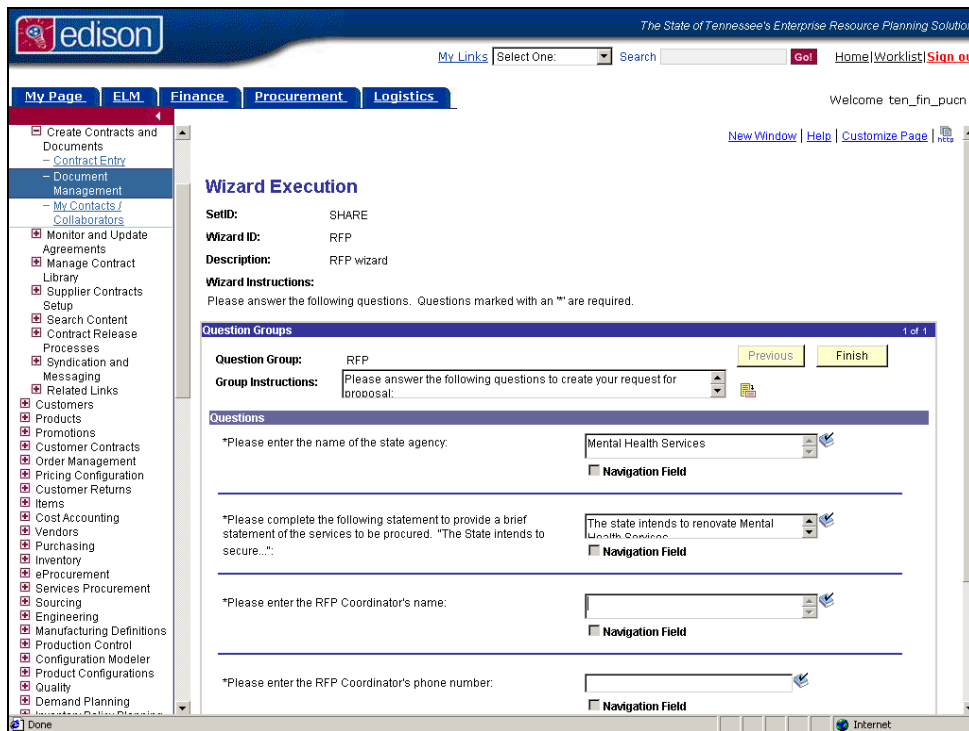
- \*Please enter the name of the state agency: (Input: Mental Health Services)
- \*Please complete the following statement to provide a brief statement of the services to be procured. \*The State intends to secure...: (Input: )
- \*Please enter the RFP Coordinator's name: (Input: )
- \*Please enter the RFP Coordinator's phone number: (Input: )

Step	Action
20.	Enter the desired information into the <b>Response</b> field. Enter " <b>Renovate the Mental Health buildings</b> ".



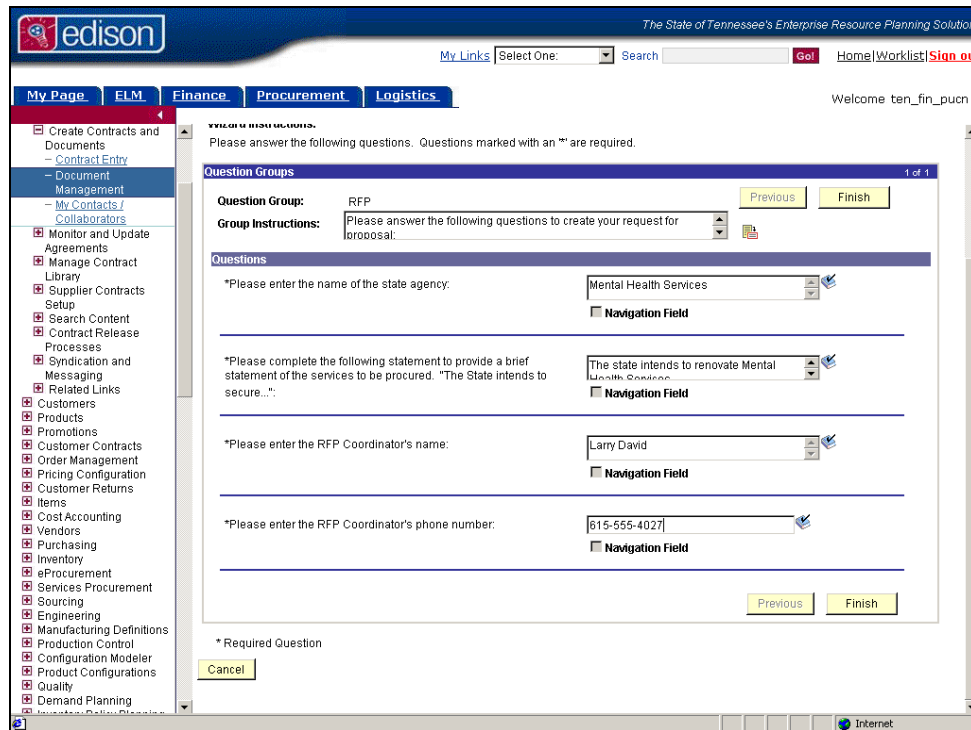
The screenshot shows the 'Wizard Execution' screen in the Edison Project. The left sidebar contains a navigation tree with categories like 'Create Contracts and Documents', 'Monitor and Update', 'Processes', 'Customers', 'Promotions', 'Order Management', 'Pricing Configuration', 'Customer Returns', 'Items', 'Cost Accounting', 'Vendors', 'Purchasing', 'Inventory', 'eProcurement', 'Services Procurement', 'Sourcing', 'Engineering', 'Manufacturing Definitions', 'Production Control', 'Configuration Modeler', 'Product Configurations', 'Quality', and 'Demand Planning'. The main content area displays the 'Wizard Execution' details for an 'RFP' (Request for Proposal) wizard. It includes fields for 'SetID' (SHARE), 'Wizard ID' (RFP), and 'Description' (RFP wizard). Below this, there are 'Question Groups' and 'Questions' to be answered. The questions include: 'Please enter the name of the state agency:' (with a dropdown menu showing 'Mental Health Services'), 'Please complete the following statement to provide a brief statement of the services to be procured. "The State intends to secure..."', and 'Please enter the RFP Coordinator's name:' and 'Please enter the RFP Coordinator's phone number:'. Each question has a 'Navigation Field' button.


Step	Action
21.	Click in the <b>Response</b> field. 



The screenshot shows the 'Wizard Execution' screen in the Edison Project. The left sidebar contains a navigation tree with categories like 'Create Contracts and Documents', 'Monitor and Update Agreements', 'Supplier Contracts Setup', 'Search Content', 'Contract Release Processes', 'Syndication and Messaging', 'Related Links', 'Customers', 'Products', 'Promotions', 'Customer Contracts', 'Order Management', 'Pricing Configuration', 'Customer Returns', 'Items', 'Cost Accounting', 'Vendors', 'Purchasing', 'Inventory', 'eProcurement', 'Services Procurement', 'Sourcing', 'Engineering', 'Manufacturing Definitions', 'Production Control', 'Configuration Modeler', 'Product Configurations', 'Quality', and 'Demand Planning'. The main content area displays the 'RFP' wizard. It includes fields for 'SetID' (SHARE), 'Wizard ID' (RFP), and 'Description' (RFP wizard). Below these are 'Wizard Instructions' and a 'Question Groups' section. The 'Question Groups' section shows a 'Question Group' of 'RFP' with instructions: 'Please answer the following questions to create your request for proposal.' The 'Questions' section contains four questions, each with a text input field and a 'Navigation Field' button. The questions are: 1. 'Please enter the name of the state agency.' (Mental Health Services), 2. 'Please complete the following statement to provide a brief statement of the services to be procured. \*The State intends to secure...:' (The state intends to renovate Mental Health Services), 3. 'Please enter the RFP Coordinator's name:' ( ), and 4. 'Please enter the RFP Coordinator's phone number:' ( ).

Step	Action
22.	Enter the desired information into the <b>Response</b> field. Enter " <b>Larry David</b> ".
23.	Click in the <b>Response</b> field. <input type="text"/>
24.	Enter the desired information into the <b>Response</b> field. Enter " <b>615-555-4027</b> ".
25.	Click the scrollbar.



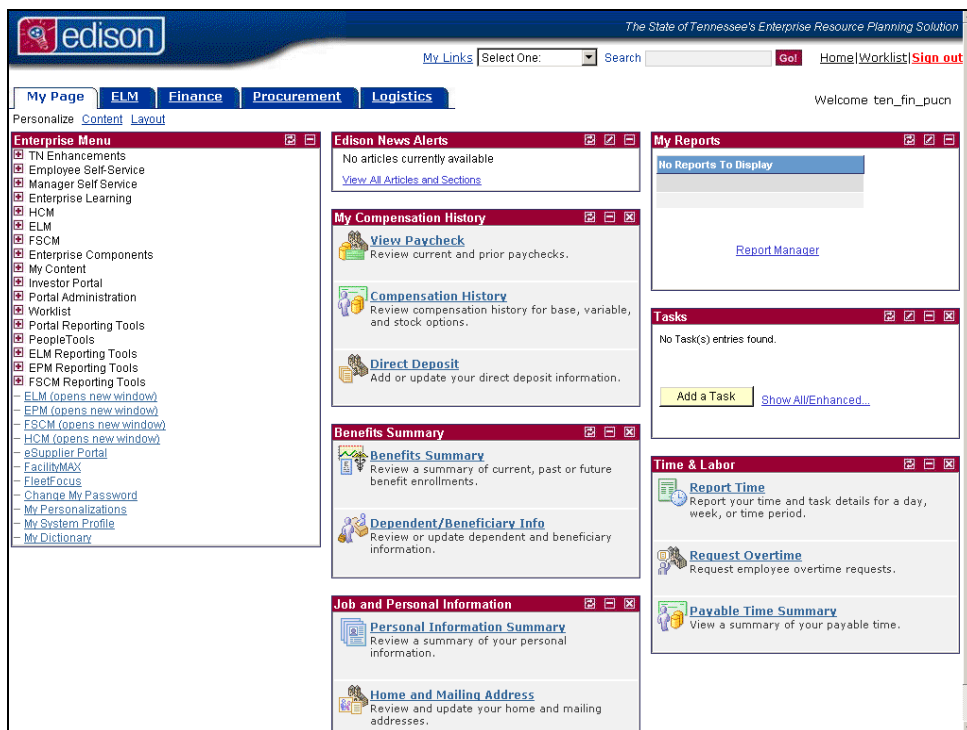
Step	Action
26.	Click the <b>Finish</b> button. 
27.	On this page you can view, edit, or submit the document. For more information on documents please refer to the <i>Using Documents</i> topic in the <i>CNI</i> .
28.	You have successfully created an Ad Hoc Document. <b>End of Procedure.</b>


## Requesting Collaboration on Documents

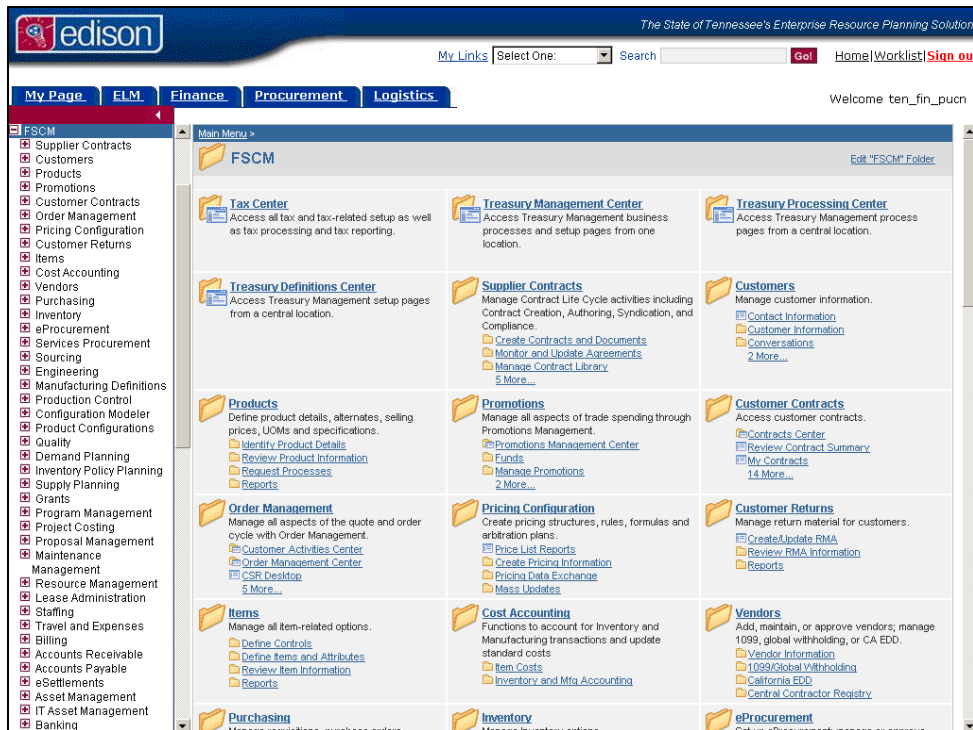
The Edison system allows different users to edit, review, and change the same document.




## Procedure

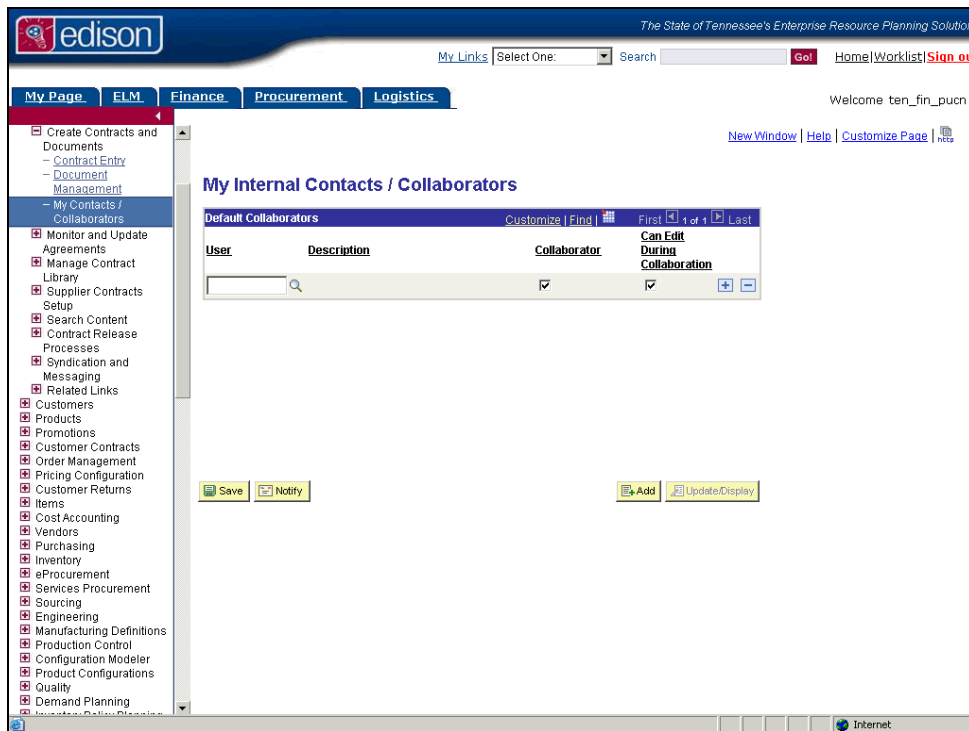
In this topic you will add a collaborator to your list of default collaborators. Then you will navigate to a document and add this contact as a collaborator.



Step	Action
1.	Click the <b>FSCM</b> link. 

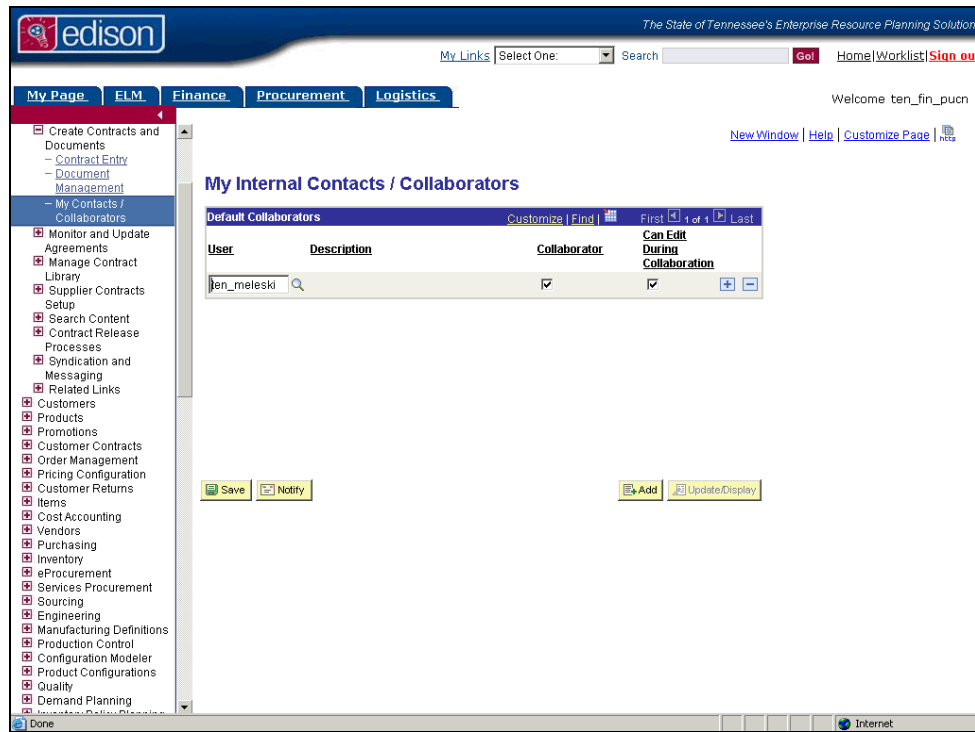



Step	Action
2.	Click the <b>Supplier Contracts</b> link.  <b>Supplier Contracts</b>
3.	Click the <b>Create Contracts and Documents</b> link.  <b>Create Contracts and Documents</b>
4.	Click the <b>My Contacts / Collaborators</b> link.  <b>My Contacts / Collaborators</b>
5.	This page allows you to input users with whom you commonly collaborate with. Whenever requesting collaboration on a document you have a chance to edit collaborating users. Hence, if a user is entered on this page it doesn't necessarily mean you have to collaborate with that user
6.	In the <b>User</b> field enter the User name of a valid Edison user that you would like to collaborate with.

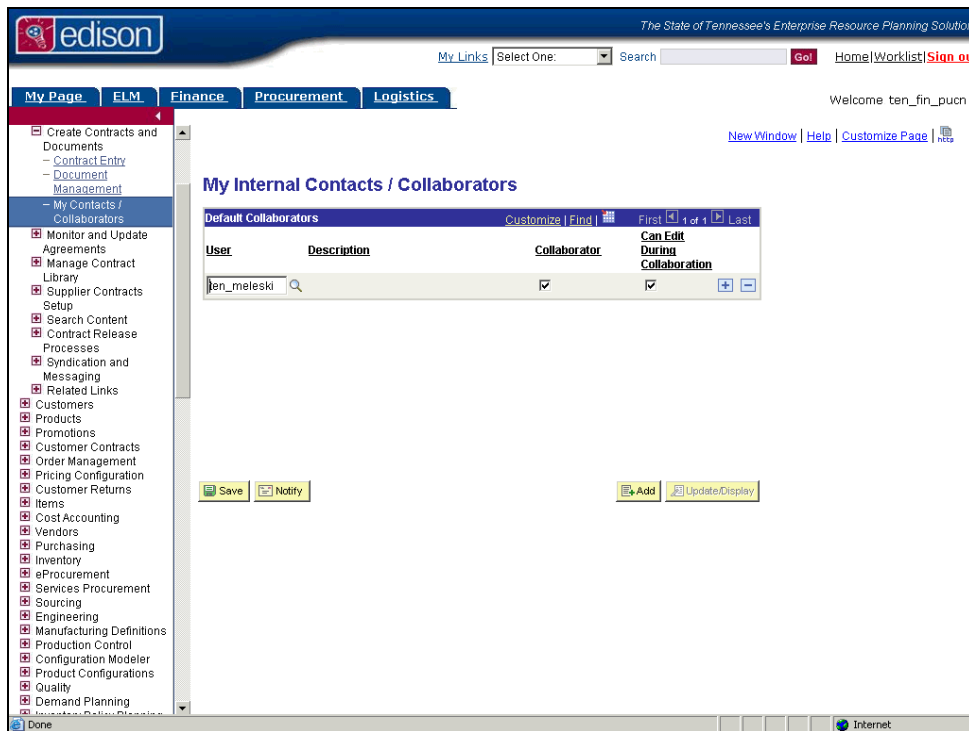


Step	Action
7.	Click in the <b>User</b> field. <input type="text"/>
8.	Enter the desired information into the <b>User</b> field. Enter " <b>ten_meleski</b> ".
9.	When the <b>Collaborator</b> box is selected it allows the user on this line to review and make comments on documents that you create. But it does not give this user the authorization to edit the document.
10.	Select the <b>Can Edit During Collaboration</b> box to indicate that the collaborator can edit documents during the collaboration process. To edit a document the user must download a copy of the document to their hard drive and then upload after they make changes. After collaboration is complete, the document administrator has the ability to accept or delete any or all changes made using Microsoft Track Changes functionality.  Note: You must have Microsoft Word 2003 or higher to be able to view the documents.
11.	If you leave both the <b>Collaborator</b> and the <b>Can Edit During Collaboration</b> check boxes cleared, you can associate these users as interested parties to a specific contract for read-only access any time during the document's life cycle.

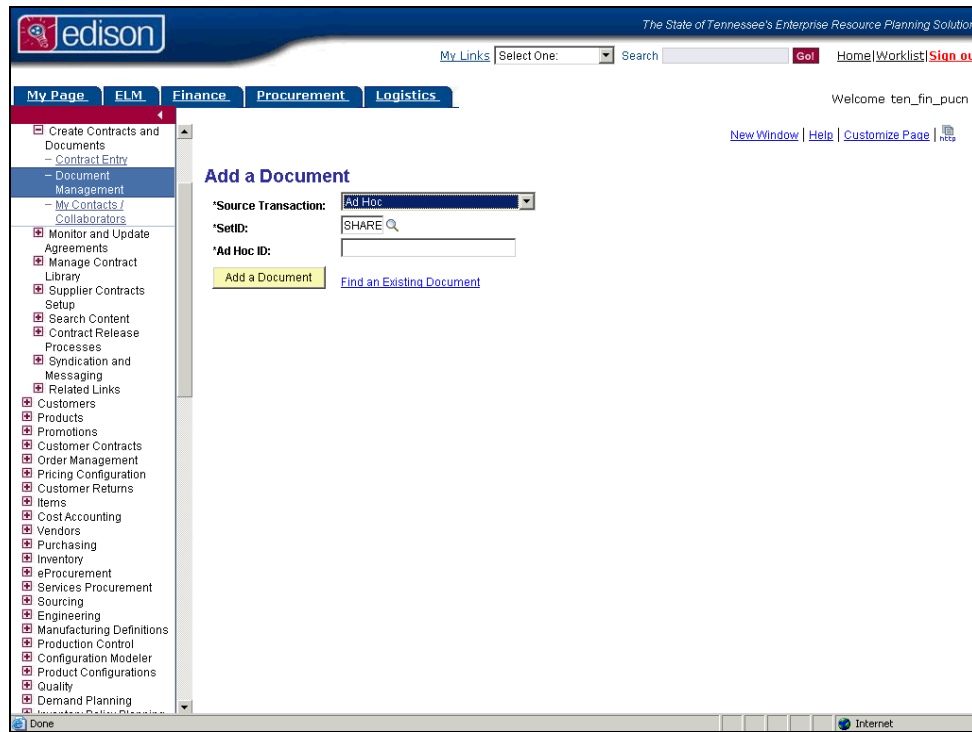




Step	Action
12.	Click the <b>Save</b> button. 



Step	Action
13.	Click the <b>Document Management</b> link.



Step	Action
14.	Click the <b>Find an Existing Document</b> link. <a href="#">Find an Existing Document</a>

The State of Tennessee's Enterprise Resource Planning Solution

[My Links](#) | Select One: [v] Search [ ] Go! Home | [Worklist](#) | [Sign out](#)

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**My Page** | **ELM** | **Finance** | **Procurement** | **Logistics**

Welcome ten\_fin\_purch

[New Window](#) | [Help](#) | [Customize Page](#) |

### Create Contracts and Documents

- + Create Contracts and Documents
  - [Contract Entry](#)
  - Document Management
  - My Contacts / Collaborators
- + Monitor and Update Agreements
  - + Manage Contract Library
  - + Supplier Contracts Setup
  - + Search Content
  - + Contract Release Processes
  - + Syndication and Messaging
  - + Related Links
- + Customers
- + Products
- + Promotions
- + Customer Contracts
- + Order Management
- + Pricing Configuration
- + Customer Returns
- + Items
- + Cost Accounting
- + Vendors
- + Purchasing
- + Inventory
- + eProcurement
- + Services Procurement
- + Sourcing
- + Engineering
- + Manufacturing Definitions
- + Production Control
- + Configuration Modeler
- + Product Configurations
- + Quality
- + Demand Planning

### Find an Existing Document

\*Source Transaction: Ad Hoc  
 \*SIDID: SHARE  
 Ad Hoc ID:

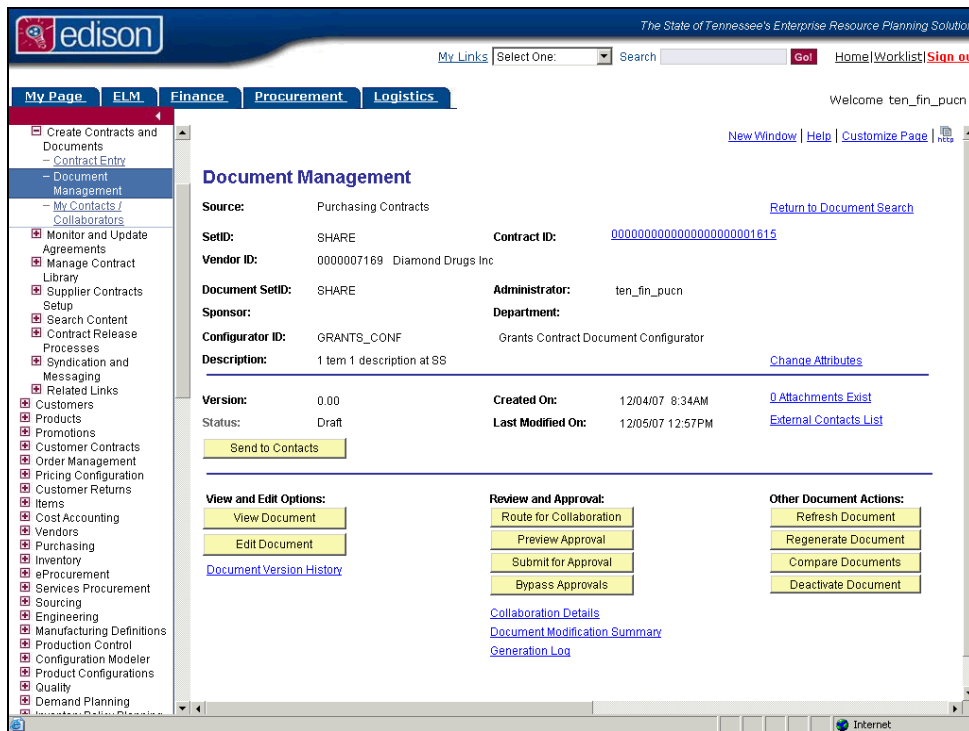
Document SetID: SHARE  
 Configurator ID:  
 From Begin Date:  
 From Expire Date:  
 Administrator:  
 Sponsor:  
 Department:  
 Description:

Document Status:  
 Document State:  
 To Begin Date:  
 To Expire Date:


[Search](#)    [Add a Document](#)

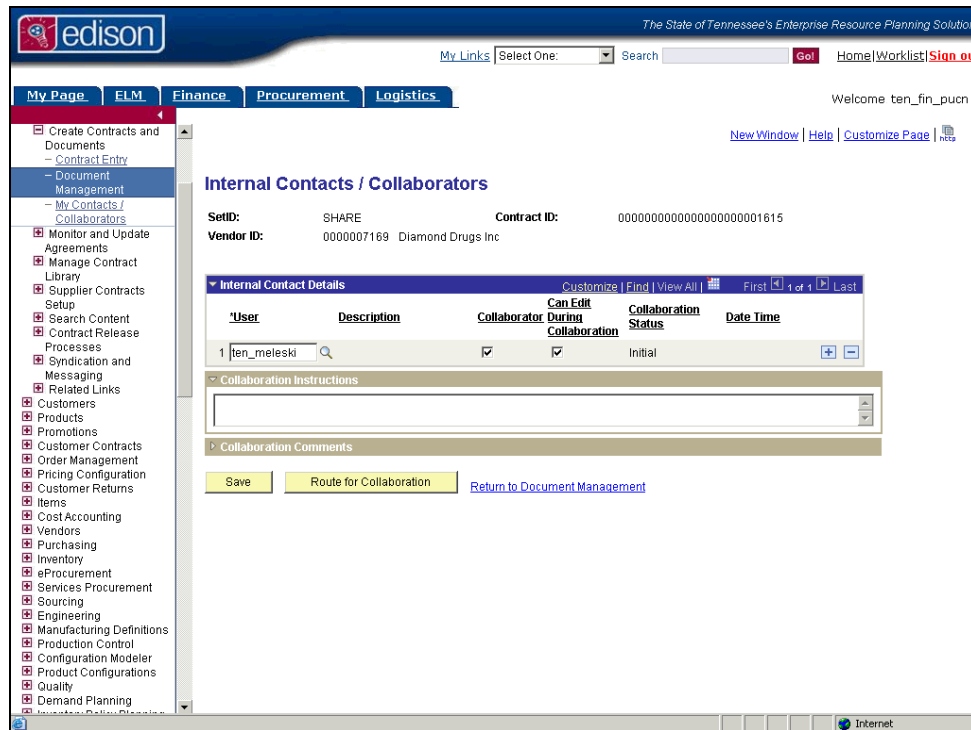
[illegible]

[illegible][illegible]








The screenshot shows the Edison Project web application. The top header includes the Edison logo and the text 'The State of Tennessee's Enterprise Resource Planning Solution'. Below the header is a navigation bar with tabs for 'My Page', 'ELM', 'Finance', 'Procurement', and 'Logistics'. The 'Logistics' tab is selected. On the left is a vertical navigation menu with various options like 'Create Contracts and Documents', 'Monitor and Update Agreements', etc. The main content area is titled 'Document Management' and displays details for a specific document. The details include Source (Purchasing Contracts), SetID (SHARE), Vendor ID (0000007169), Document SetID (SHARE), Sponsor (GRANTS\_CONF), and Description (1 tem 1 description at SS). There are also fields for Contract ID, Administrator, Department, Version, Status, Created On, and Last Modified On. At the bottom of the details section are three columns of buttons: 'View and Edit Options' (View Document, Edit Document), 'Review and Approval' (Route for Collaboration, Preview Approval, Submit for Approval, Bypass Approvals), and 'Other Document Actions' (Refresh Document, Regenerate Document, Compare Documents, Deactivate Document). A 'Send to Contacts' button is also present.

Step	Action
21.	Click the <b>Route for Collaboration</b> button. 
22.	Notice that the user that was just entered appears automatically as a collaborator
23.	The <b>Plus</b> and <b>Minus</b> buttons allow you to add or delete collaborators to this specific document.



The screenshot shows the Edison ERP system interface. The top navigation bar includes 'My Links', 'Select One', 'Search', 'Go!', 'Home', 'Worklist', and 'Sign out'. The sidebar contains a navigation tree with categories like 'Create Contracts and Documents', 'Monitor and Update Agreements', 'Supplier Contracts Setup', 'Search Content', 'Contract Release Processes', 'Syndication and Messaging', 'Related Links', 'Customers', 'Products', 'Promotions', 'Customer Contracts', 'Order Management', 'Pricing Configuration', 'Customer Returns', 'Items', 'Cost Accounting', 'Vendors', 'Purchasing', 'Inventory', 'eProcurement', 'Services Procurement', 'Sourcing', 'Engineering', 'Manufacturing Definitions', 'Production Control', 'Configuration Modeler', 'Product Configurations', 'Quality', and 'Demand Planning'. The main content area is titled 'Internal Contacts / Collaborators' and displays a table with columns: 'User', 'Description', 'Collaborator', 'Can Edit During Collaboration', 'Collaboration Status', and 'Date Time'. The table has one row with the value 'ten\_meleski' in the 'User' field. Below the table are sections for 'Collaboration Instructions' and 'Collaboration Comments'. At the bottom, there are buttons for 'Save', 'Route for Collaboration', and a link for 'Return to Document Management'.

Step	Action
24.	Click the <b>Add a new row at row 1</b> button. 
25.	Click in the <b>User</b> field. 
26.	Enter the desired information into the <b>User</b> field. Enter " <b>ten_bauer</b> ".
27.	Click the <b>Collaborator</b> option. 
28.	Click the <b>Can Edit During Collaboration</b> option. 
29.	Click the <b>Route for Collaboration</b> button. 
30.	The users that were asked to collaborate on the document may now review, comment, and edit (depending on their security) the document and mark it as such.
31.	Until the collaboration process has ended the document can not be approved. However the collaboration can be cancelled or modified by the creator of the document.
32.	You have successfully requested collaboration on a document. <b>End of Procedure.</b>

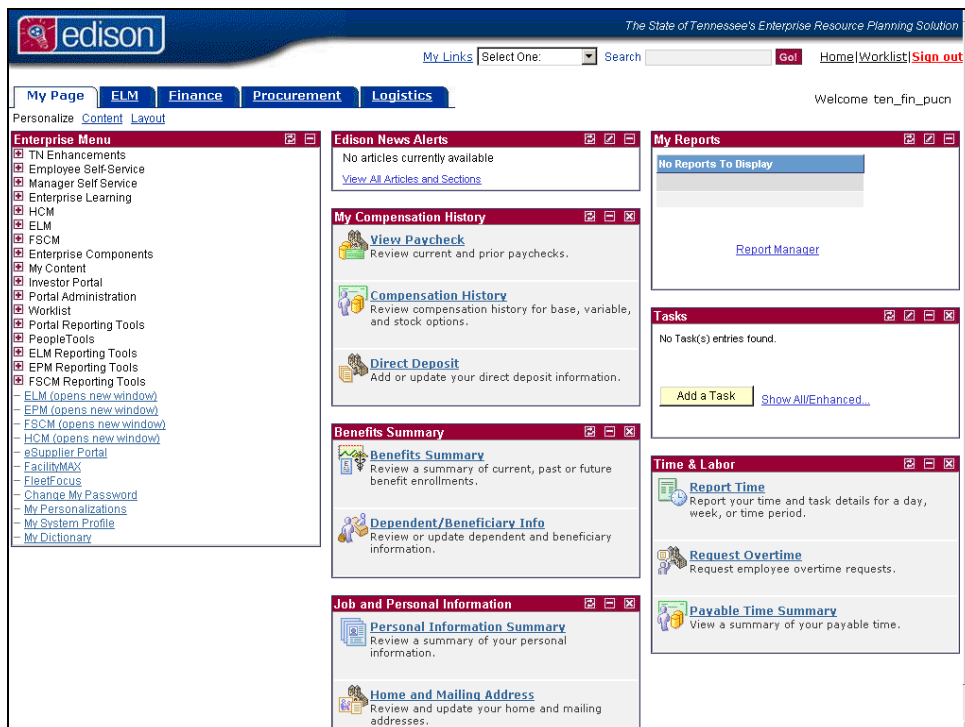
## Collaborating on Documents


The Edison system allows different users to edit, review, and change the same document.

## Procedure

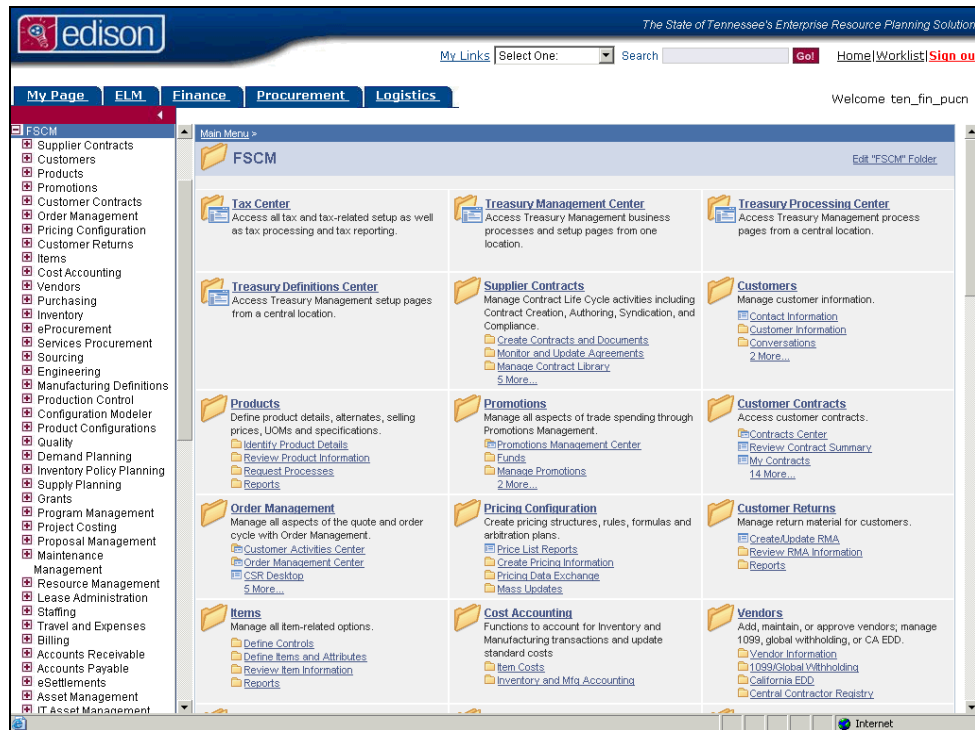
In this topic you will find a document that has been edited by another user and routed the document over to you for collaboration. You will review and edit the document as necessary.

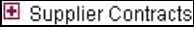
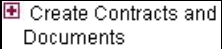

Step	Action
1.	It is possible to see documents that you have been requested to collaborate on in your <b>Worklist</b> . Or you can find the document you wish to collaborate on by searching for that document.

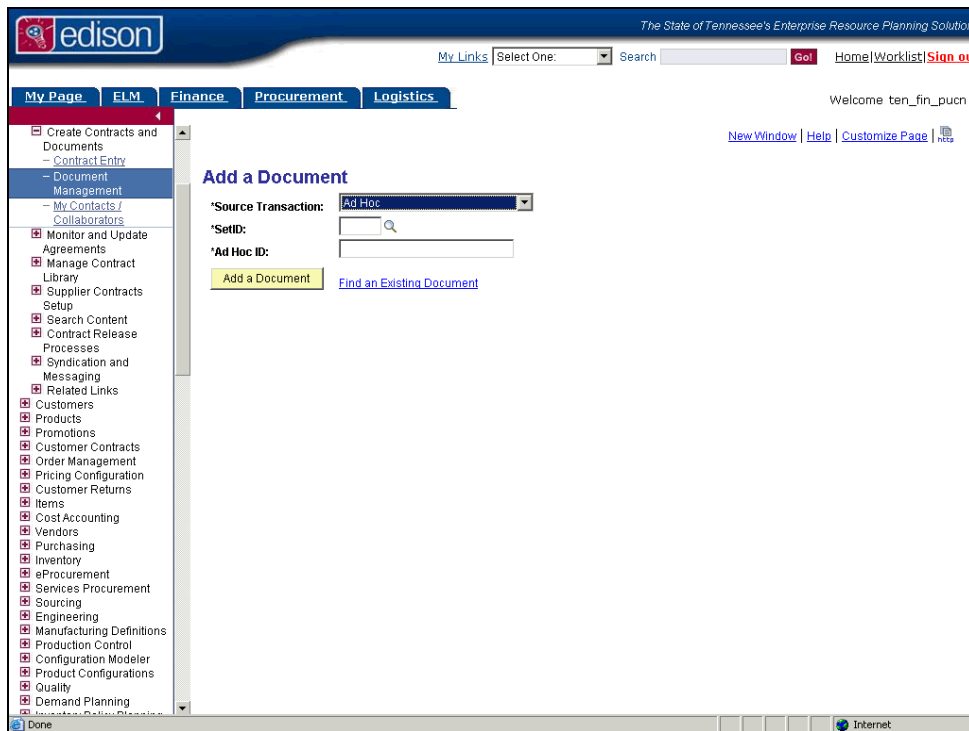


Step	Action
2.	Click the <b>FSCM</b> link.  FSCM





Step	Action
3.	Click the <b>Supplier Contracts</b> link. 
4.	Click the <b>Create Contracts and Documents</b> link. 
5.	Click the <b>Document Management</b> link. 



The screenshot shows the Edison web application interface. The top navigation bar includes the Edison logo, a search bar, and links for 'My Links', 'Select One', 'Search', 'Go!', 'Home', 'Worklist', and 'Sign out'. Below this is a secondary navigation bar with tabs for 'My Page', 'ELM', 'Finance', 'Procurement', and 'Logistics'. The 'Finance' tab is selected. On the left is a detailed sidebar menu with categories like 'Create Contracts and Documents', 'Monitor and Update', 'Agreements', 'Library', 'Supplier Contracts Setup', 'Search Content', 'Contract Release', 'Processes', 'Syndication and Messaging', 'Related Links', 'Customers', 'Products', 'Promotions', 'Customer Contracts', 'Order Management', 'Pricing Configuration', 'Customer Returns', 'Items', 'Cost Accounting', 'Vendors', 'Purchasing', 'Inventory', 'eProcurement', 'Services Procurement', 'Sourcing', 'Engineering', 'Manufacturing Definitions', 'Production Control', 'Configuration Modeler', 'Product Configurations', 'Quality', and 'Demand Planning'. The main content area is titled 'Add a Document' and contains the following fields and links:

- \*Source Transaction: A dropdown menu with 'Ad Hoc' selected.
- \*SetID: A text input field with a search icon.
- \*Ad Hoc ID: A text input field.
- Buttons: 'Add a Document' (yellow) and 'Find an Existing Document' (blue).

At the bottom of the page, there is a status bar with 'Done' on the left and 'Internet' on the right.

Step	Action
6.	Click the <b>Find an Existing Document</b> link. <a href="#">Find an Existing Document</a>

The State of Tennessee's Enterprise Resource Planning Solution

[My Links](#) Select One: Search [Go!](#) [Home](#) | [Worklist](#) | [Sign Out](#)

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**My Page** | **ELM** | **Finance** | **Procurement** | **Logistics**

Welcome ten\_fin\_purch

[New Window](#) | [Help](#) | [Customize Page](#) | [Print](#)


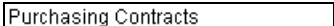


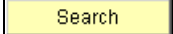
### Find an Existing Document


*Source Transaction:	<input type="text" value="Ad Hoc"/>
*SetID:	<input type="text" value="SHARE"/> 🔍
Ad Hoc ID:	<input type="text"/> 🔍

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Document SetID:	<input type="text" value="SHARE"/> 🔍	Document Status:	<input type="text"/>
Configurator ID:	<input type="text"/> 🔍	Document Status:	<input type="text" value="Active Documents Only"/>
From Begin Date:	<input type="text"/> [D]	To Begin Date:	<input type="text"/> [D]
From Expire Date:	<input type="text"/> [D]	To Expire Date:	<input type="text"/> [D]
Administrator:	<input type="text"/> 🔍	Sponsor:	<input type="text"/> 🔍
Department:	<input type="text"/> 🔍	Description:	<input type="text"/>

[Add a Document](#)

Step	Action
7.	Click the <b>Source Transaction</b> list. 
8.	Click the <b>Purchasing Contracts</b> list item. 
9.	Click the <b>Look up Contract ID</b> button. 
10.	Click an entry in the <b>Contract ID</b> column. 
11.	Click the <b>Search</b> button. 


edison

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[My Links](#)



[Home](#) | [Worklist](#) | [Sign out](#)

[My Page](#)
[ELM](#)
[Finance](#)
[Procurement](#)
[Logistics](#)

Welcome ten\_fin\_pucn

Create Contracts and Documents

[Contract Entry](#)

[Document Management](#)

[My Contacts / Collaborators](#)

Monitor and Update Agreements

[Manage Contract Library](#)

[Supplier Contracts Setup](#)

[Search Content](#)

[Contract Release Processes](#)

[Syndication and Messaging](#)

[Related Links](#)

[Customers](#)

[Products](#)

[Promotions](#)

[Customer Contracts](#)

[Order Management](#)

[Pricing Configuration](#)

[Customer Returns](#)

[Items](#)

[Cost Accounting](#)

[Vendors](#)

[Purchasing](#)

[Inventory](#)

[eProcurement](#)

[Services Procurement](#)

[Sourcing](#)

[Engineering](#)

[Manufacturing Definitions](#)


[Production Control](#)

[Configuration Modeler](#)

[Product Configurations](#)

[Quality](#)

[Demand Planning](#)

[New Window](#)
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### Find an Existing Document

\*Source Transaction:

Purchasing Contracts

\*Vendor SetID:

SHARE

\*SetID:

SHARE

Contract ID:

0000000000000000000000001620

Document SetID:

SHARE

Configurator ID:

From Begin Date:

From Expire Date:

Administrator:

Sponsor:

Department:

Description:

Search


Add a Document

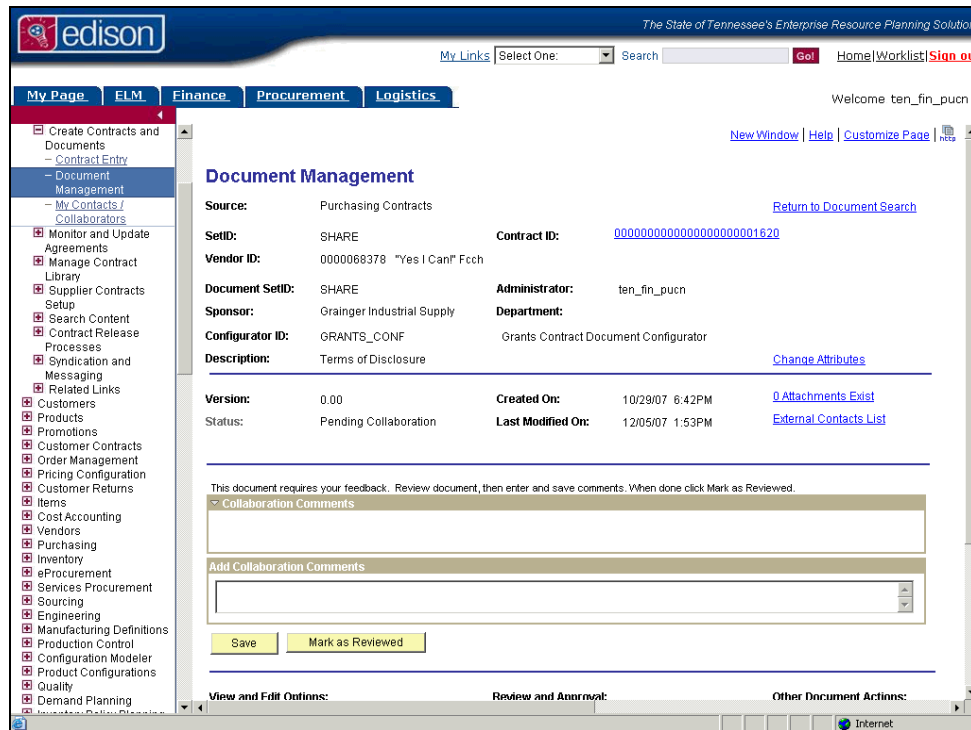
Search Results

[Documents](#)
[Details](#)
[FTP](#)

[Customize](#) | [Find](#) | [View All](#) | [First](#) 1 of 1 [Last](#)

Document Keys	Description	Document Administrator	Version	Amendment
<a href="#">SHARE / 0000000000000000000000001620</a>	Terms of Disclosure	ten_fin_pucn	0.00	0

Step	Action
12.	Click an entry in the <b>Document Keys</b> column. 
13.	You can view, edit, and make comments about the document from this page

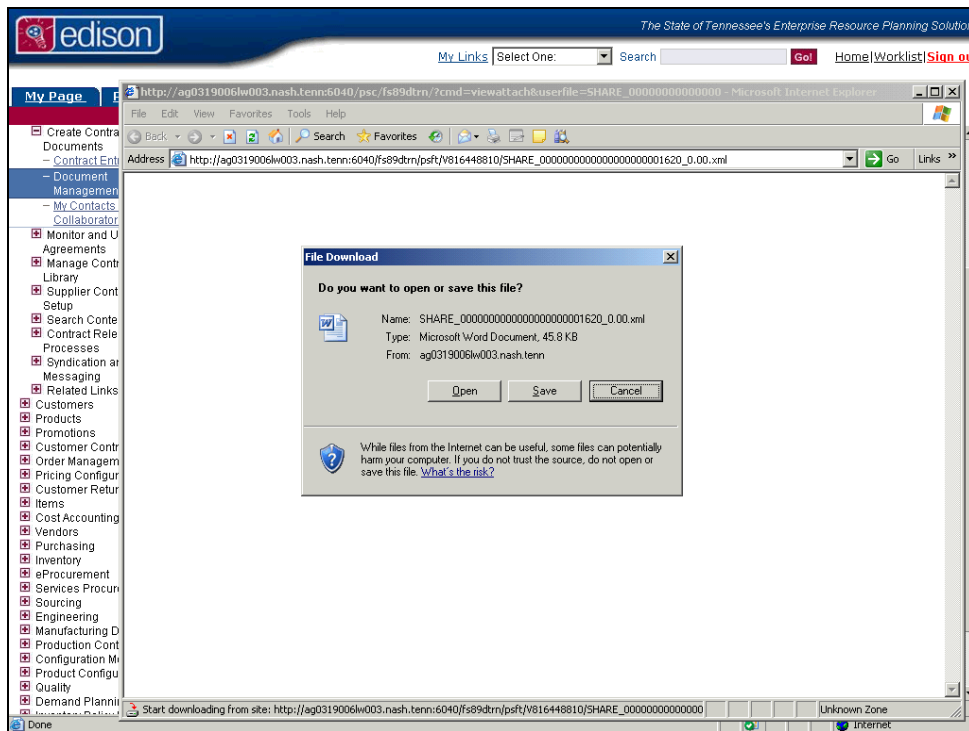



The screenshot shows the Edison Project web application interface. The top navigation bar includes the Edison logo, a search bar, and links for My Links, Select One, Search, Go!, Home, Worklist, and Sign out. Below the navigation bar are tabs for My Page, ELM, Finance, Procurement, and Logistics. The left sidebar contains a tree view of the application's structure, with 'Document Management' selected. The main content area displays the 'Document Management' page for a specific document. The document details include:

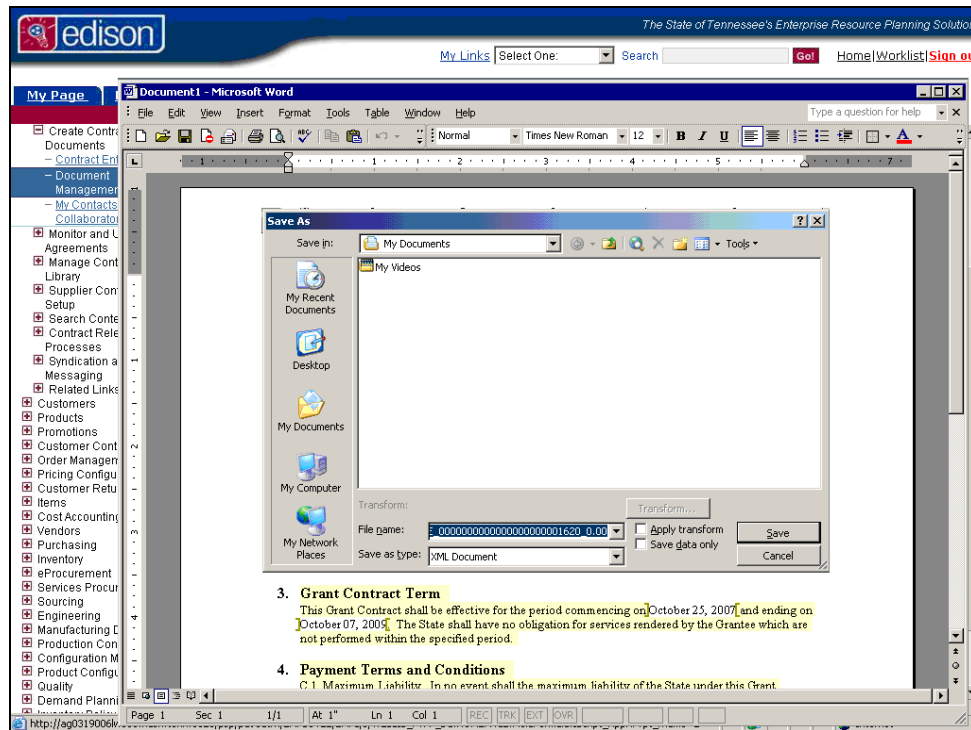
- Source:** Purchasing Contracts
- SetID:** SHARE
- Vendor ID:** 0000068378 "Yes I Can't" Fcch
- Contract ID:** 0000000000000000000000001620
- Document SetID:** SHARE
- Sponsor:** Grainger Industrial Supply
- Configurator ID:** GRANTS\_CONF
- Description:** Terms of Disclosure
- Administrator:** ten\_fin\_pucn
- Department:** Grants Contract Document Configurator
- Version:** 0.00
- Status:** Pending Collaboration
- Created On:** 10/29/07 6:42PM
- Last Modified On:** 12/05/07 1:53PM


Below the document details, there is a section for 'Collaboration Comments' with a text area and buttons for 'Save' and 'Mark as Reviewed'. At the bottom, there are tabs for 'View and Edit Options', 'Review and Approval', and 'Other Document Actions'.

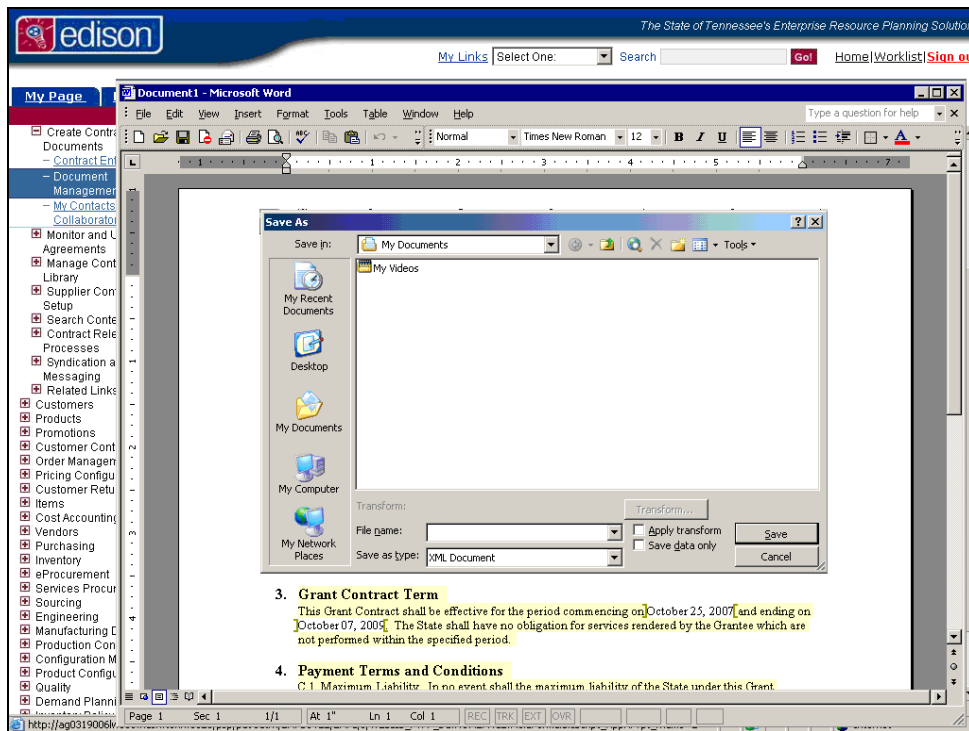
Step	Action
14.	Click the scrollbar.
15.	Use the <b>View Document</b> button to view the document.
16.	<p>Clicking this button will open a new window. Make sure that your browser's pop up blocker is turned off or you can press the Ctrl key on the keyboard while clicking the button.</p> <p>Press the <b>[Ctrl]</b> key and click the <b>Edit Document</b> button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Edit Document</div>



Step	Action
17.	Press the <b>Save</b> button. 

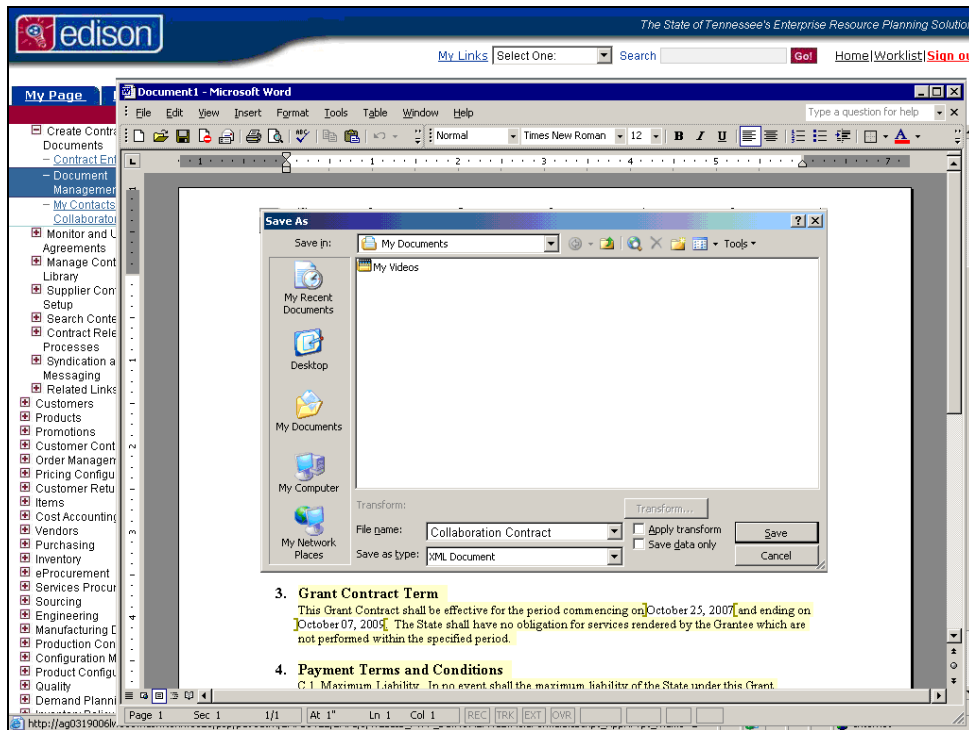


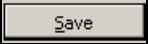

Step	Action
18.	Click the <b>File Name</b> field. 

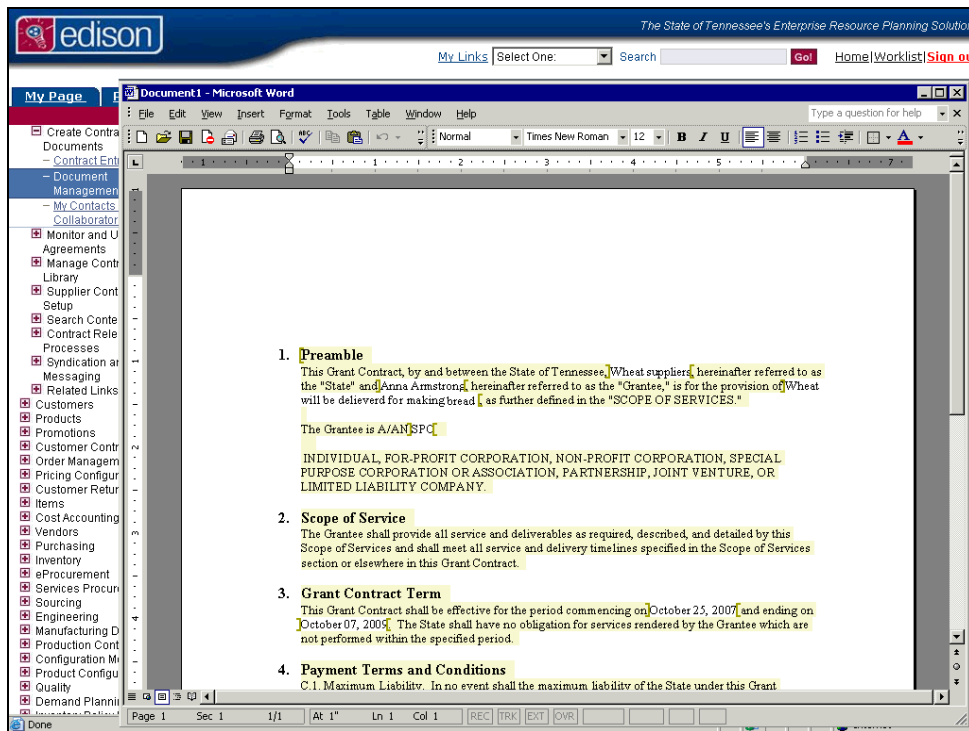


Step	Action
19.	Enter the desired information into the <b>File Name</b> field. Enter " <b>Collaboration Contract</b> ".

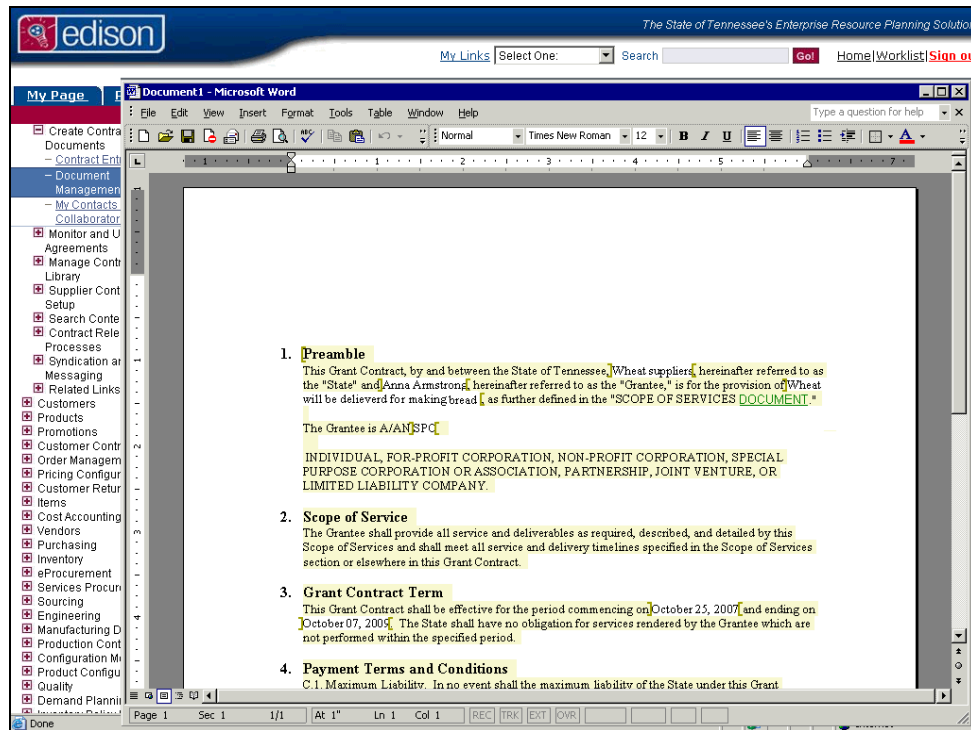





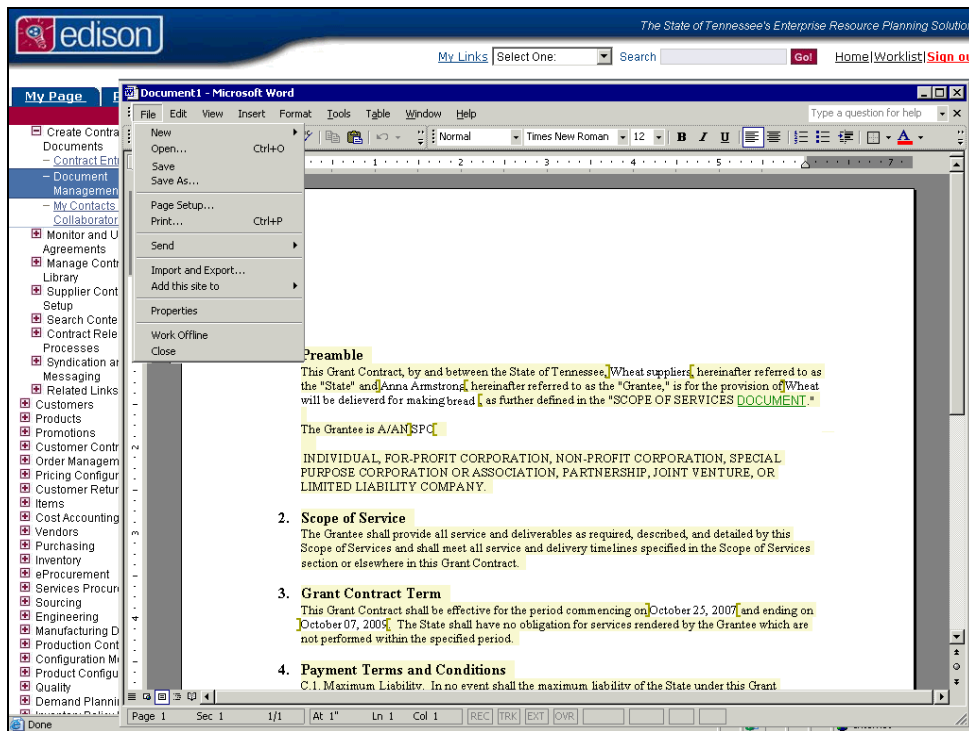
Step	Action
20.	Click the <b>Save</b> button. 
21.	The highlighted text is standard clause language from the library, and the text between the brackets are bind variable information.
22.	Click in the text behind <i>SERVICES</i> . 





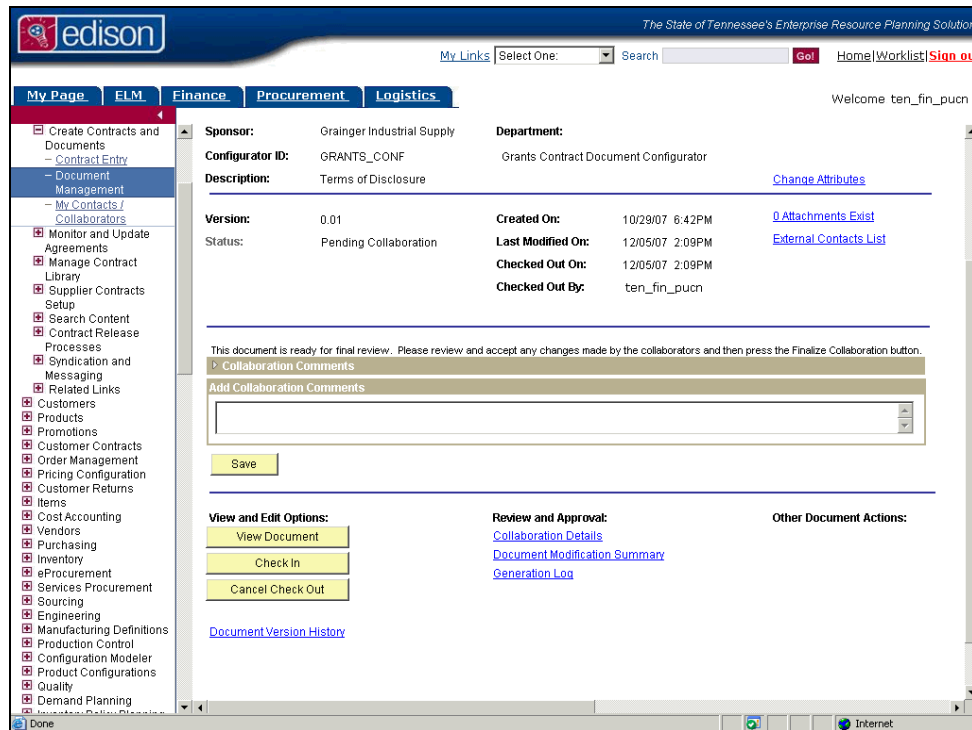
Step	Action
23.	Enter the desired information into the text. Enter " <b>DOCUMENT</b> ".
24.	To have the changes you make to the document appear in Edison the document you saved on your computer must be uploaded into Edison.




Step	Action
25.	Click the <b>File</b> menu. 



Step	Action
26.	Click the <b>Save</b> menu. 
27.	Click the <b>Close</b> button. 
28.	If you select the <b>Edit Document</b> button Edison considers the document to be checked out. When you load the document back in, you must <b>Check In</b> the document.
29.	<b>Cancel Check Out</b> is used when you opened the document but decided not to make changes and upload back into Edison.



The screenshot shows the Edison Project web application interface. The top navigation bar includes 'My Links', a 'Select One' dropdown, a 'Search' field, and a 'Go!' button. The main navigation menu on the left lists various categories like 'Create Contracts and Documents', 'Monitor and Update Agreements', 'Related Links', and 'Customers'. The main content area displays document details for 'GRANTS\_CONF' under the 'Finance' tab. It includes fields for 'Sponsor', 'Configurator ID', 'Description', 'Version', 'Status', 'Created On', 'Last Modified On', 'Checked Out On', and 'Checked Out By'. A 'Save' button is visible, along with 'View and Edit Options' (View Document, Check In, Cancel Check Out) and 'Review and Approval' links. A 'Document Version History' link is also present.

Step	Action
30.	Click the <b>Check In</b> button. 
31.	Here you specify whether the changes you made to the document were significant or minor changes.

The State of Tennessee's Enterprise Resource Planning Solution

[My Links](#) | [Select One:](#) | Search | [Go!](#) | [Home](#) | [Worklist](#) | [Sign Out](#)

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[My Page](#) | [ELM](#) | [Finance](#) | [Procurement](#) | [Logistics](#)

Welcome ten\_fin\_purch

[New Window](#) | [Help](#) | [Customize Page](#) |

### Create Contracts and Documents

- [Contract Entry](#)
- Document Management
- My Contacts / Collaborators

### Monitor and Update Agreements

- ☒ Manage Contract Library
- ☒ Supplier Contracts Setup
- ☒ Search Content
- ☒ Contract Release Processes
- ☒ Syndication and Messaging
- ☒ Related Links
- ☒ Customers
- ☒ Products
- ☒ Promotions
- ☒ Customer Contracts
- ☒ Order Management
- ☒ Pricing Configuration
- ☒ Customer Returns
- ☒ Items
- ☒ Cost Accounting
- ☒ Vendors
- ☒ Purchasing
- ☒ Inventory
- ☒ eProcurement
- ☒ Services Procurement
- ☒ Sourcing
- ☒ Engineering
- ☒ Manufacturing Definitions
- ☒ Production Control
- ☒ Configuration Modeler
- ☒ Product Configurations
- ☒ Quality
- ☒ Demand Planning

### Check In Document

Select the desired versioning option and enter a brief description describing the changes. Click the OK button to proceed and you will then be prompted to enter the filename for where the file you are checking in resides.

<b>SetID:</b>	SHARE	<b>Contract ID:</b>	00000000000000000000000000001620
<b>Vendor ID:</b>	0000068378 "Yes I Can!" Fcch		


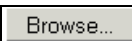
**Version:**

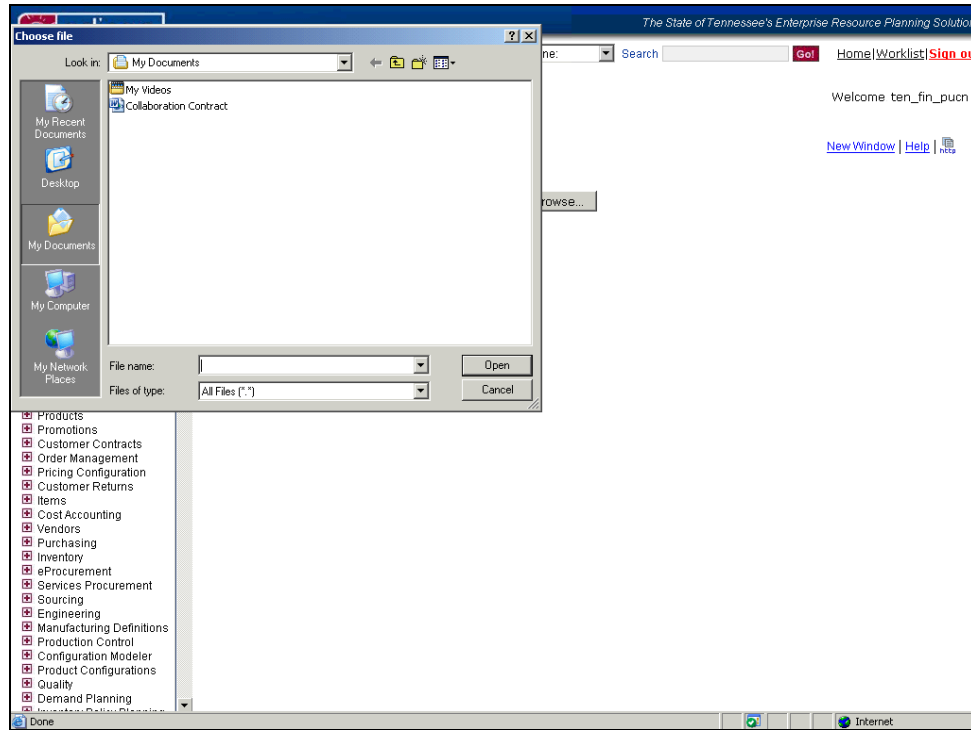
☒ **Minor Version (0.02)**

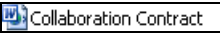
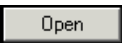
☐ **Major Version (1.00)**

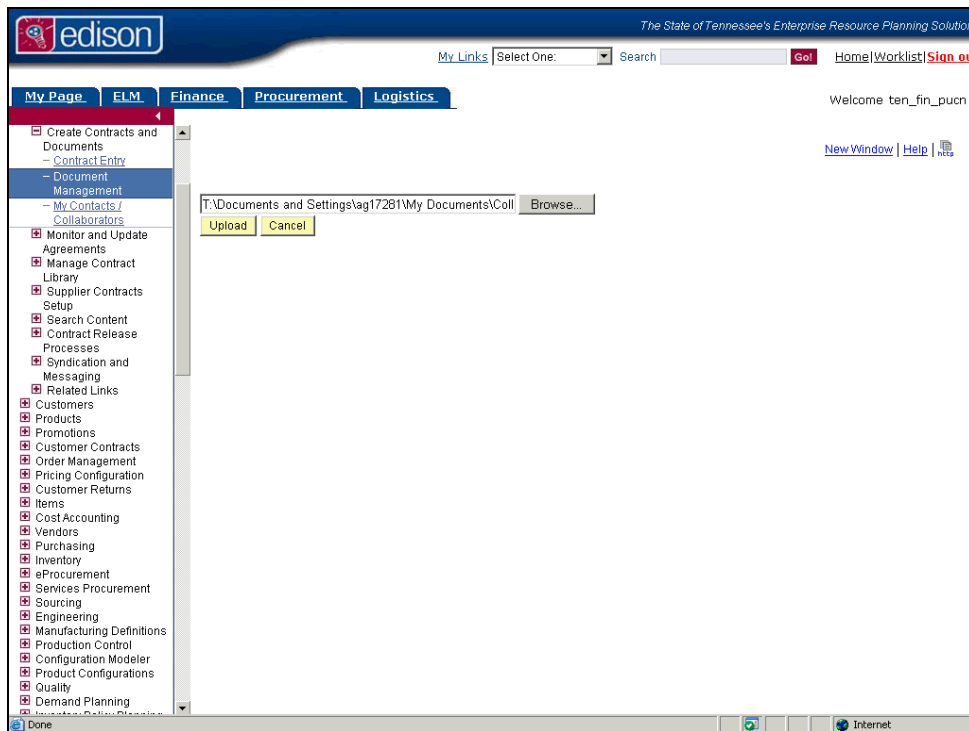
**\*Comments:**


Check In:

Step	Action
32.	Click in the <b>Comments</b> field.
33.	Enter the desired information into the <b>Comments</b> field. Enter " <b>Changed the wording of the preamble slightly</b> ".
34.	Click the <b>OK</b> button. 
35.	Click the <b>Browse...</b> button. 

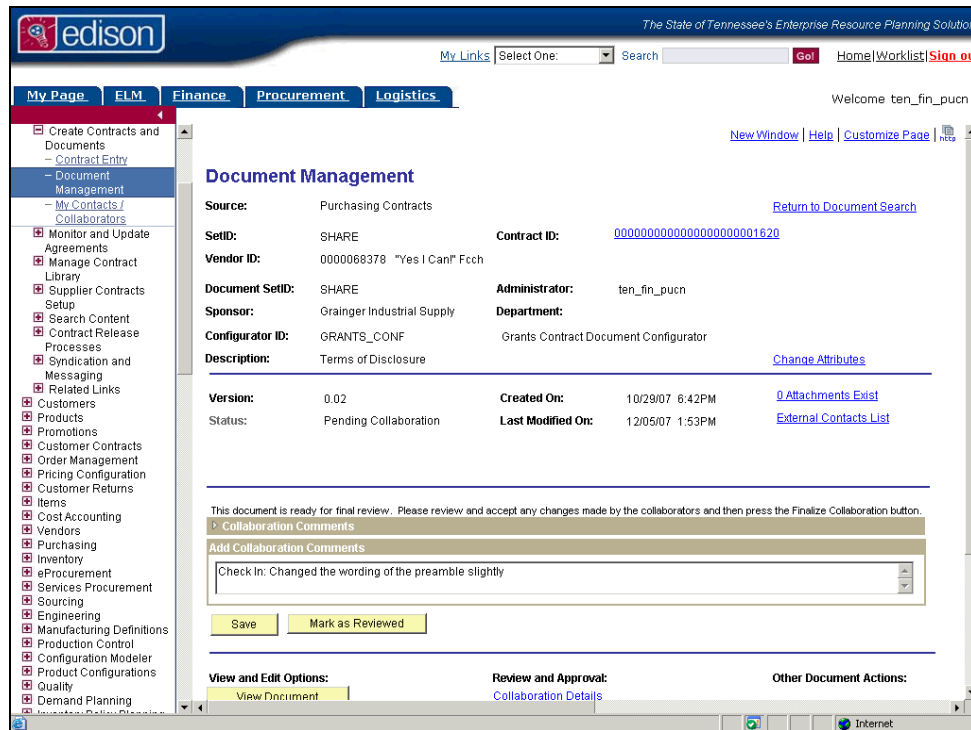


Step	Action
36.	Click the <b>Collaboration Contract</b> list item. 
37.	Click the <b>Open</b> button. 




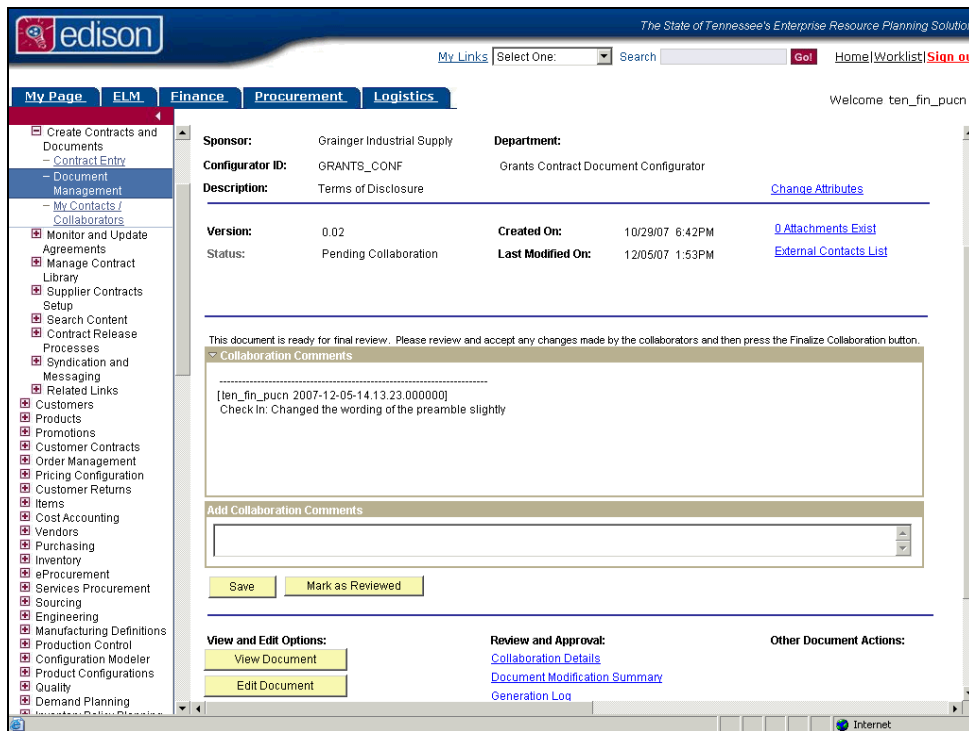
Step	Action
38.	Click the <b>Upload</b> button. 






The screenshot shows the Edison Document Management interface. The left sidebar contains a navigation tree with categories like 'Create Contracts and Documents', 'Monitor and Update Agreements', and 'Related Links'. The main content area displays document details for 'Purchasing Contracts'. The details include fields for Source, SetID, Vendor ID, Document SetID, Sponsor, Configurator ID, Description, Version, Status, Created On, and Last Modified On. Below the details, there is a section for 'Collaboration Comments' with a text area containing the comment 'Check In: Changed the wording of the preamble slightly'. At the bottom, there are buttons for 'Save' and 'Mark as Reviewed', and a 'View and Edit Options' section with a 'View Document' button.

Step	Action
39.	Click the <b>Save</b> button. 
40.	Notice that the <b>Collaboration Comments</b> have changed and now include the comment that you just made before uploading the document.



The screenshot shows the Edison web application interface. The top navigation bar includes 'My Links', 'Select One', 'Search', 'Go!', 'Home', 'Worklist', and 'Sign out'. The sidebar on the left contains a tree view of navigation links under 'My Page', 'ELM', 'Finance', 'Procurement', and 'Logistics'. The main content area displays the 'Grants Contract Document Configurator' page. It includes fields for 'Sponsor' (Grainger Industrial Supply), 'Department' (Grants Contract Document Configurator), 'Configurator ID' (GRANTS\_CONF), and 'Description' (Terms of Disclosure). There are also fields for 'Version' (0.02), 'Created On' (10/29/07 6:42PM), 'Status' (Pending Collaboration), and 'Last Modified On' (12/05/07 1:53PM). A section titled 'Collaboration Comments' shows a comment from 'ten\_fin\_puch' dated 2007-12-05-14.13.23.000000, stating 'Check in: Changed the wording of the preamble slightly'. Below this is an 'Add Collaboration Comments' text area and 'Save' and 'Mark as Reviewed' buttons. At the bottom, there are 'View and Edit Options' (View Document, Edit Document), 'Review and Approval' links (Collaboration Details, Document Modification Summary, Generation Log), and 'Other Document Actions'.

Step	Action
41.	<p>To indicate completion of your collaboration effort, the <b>Mark as Reviewed</b> button should be clicked.</p> <p>Click the <b>Mark as Reviewed</b> button.</p> 
42.	<p>You have successfully collaborated on an Edison generated document.</p> <p><b>End of Procedure.</b></p>

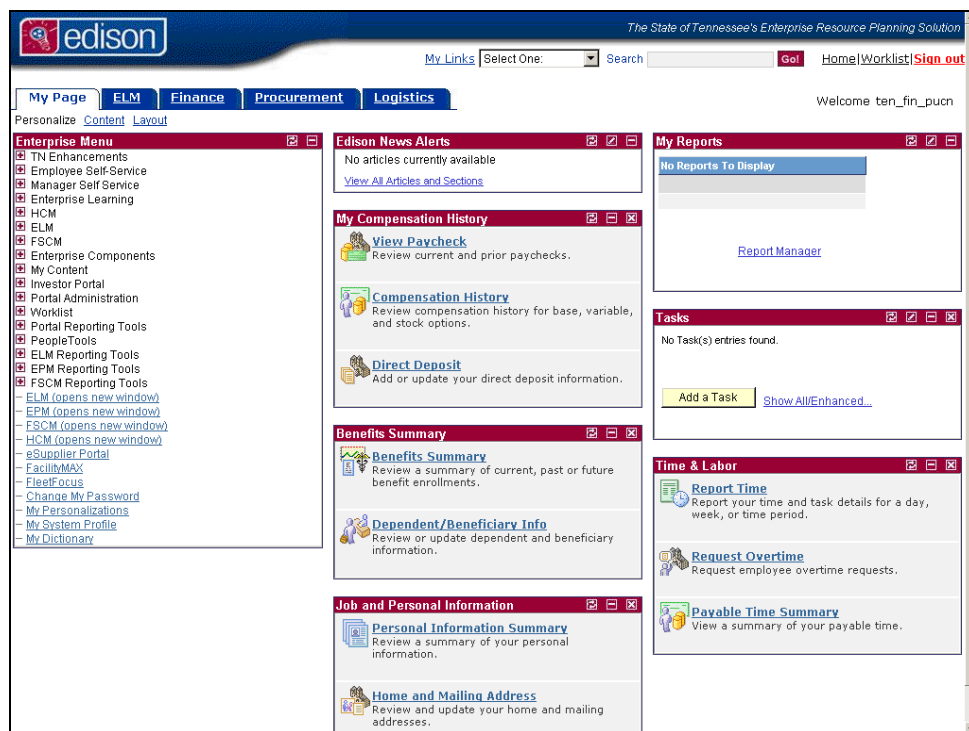
## Searching the Library



### Search Clause Content

In Edison you can keyword search clauses in the document library. The search will look in the title and body text of all the clauses in the library for the entered keyword.

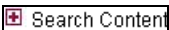

### Procedure

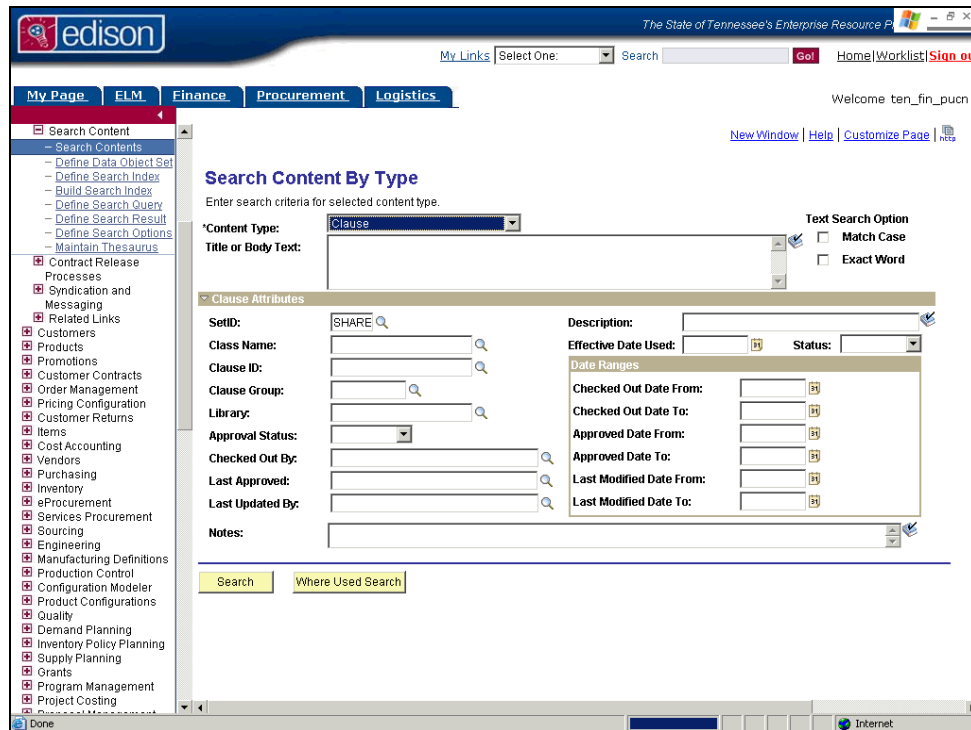
In this topic you will search the library by the content within a clause.




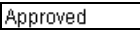
Step	Action
1.	Click the <b>FSCM</b> link.  <b>FSCM</b>
2.	Click the <b>Supplier Contracts</b> link.  <b>Supplier Contracts</b>

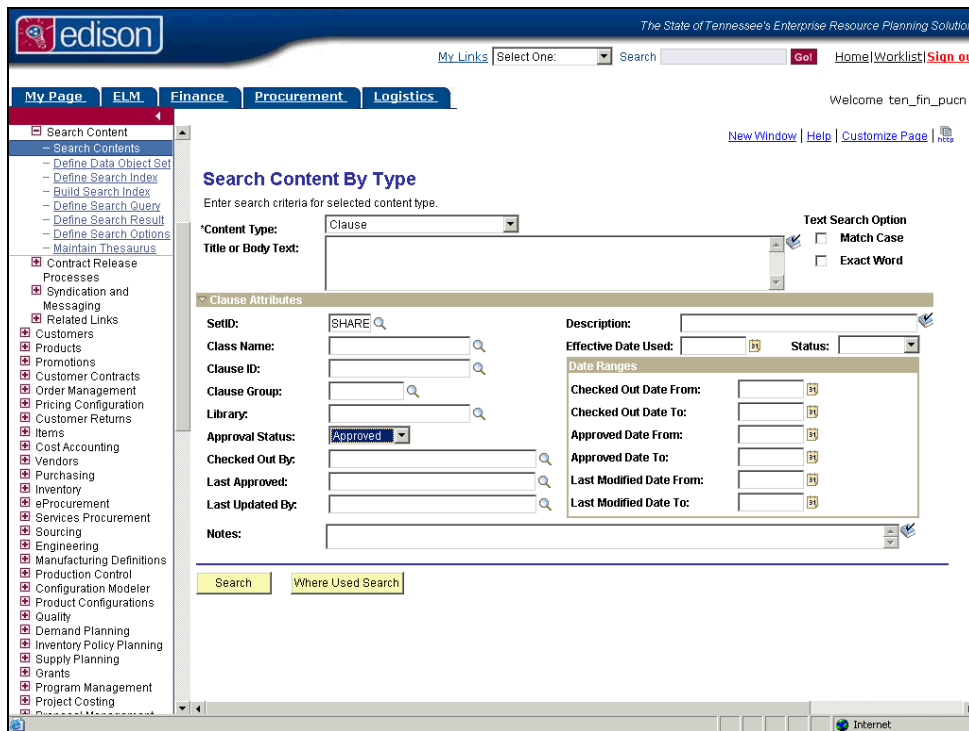


Step	Action
3.	Click the <b>Search Content</b> link. 
4.	Click the <b>Search Contents</b> link. 
5.	Under the <b>Clause Attributes</b> section it is possible to search for a clause by any of a clause's properties.
6.	The <b>Where Used Search</b> button allows you to locate where a document element is used within the document library.




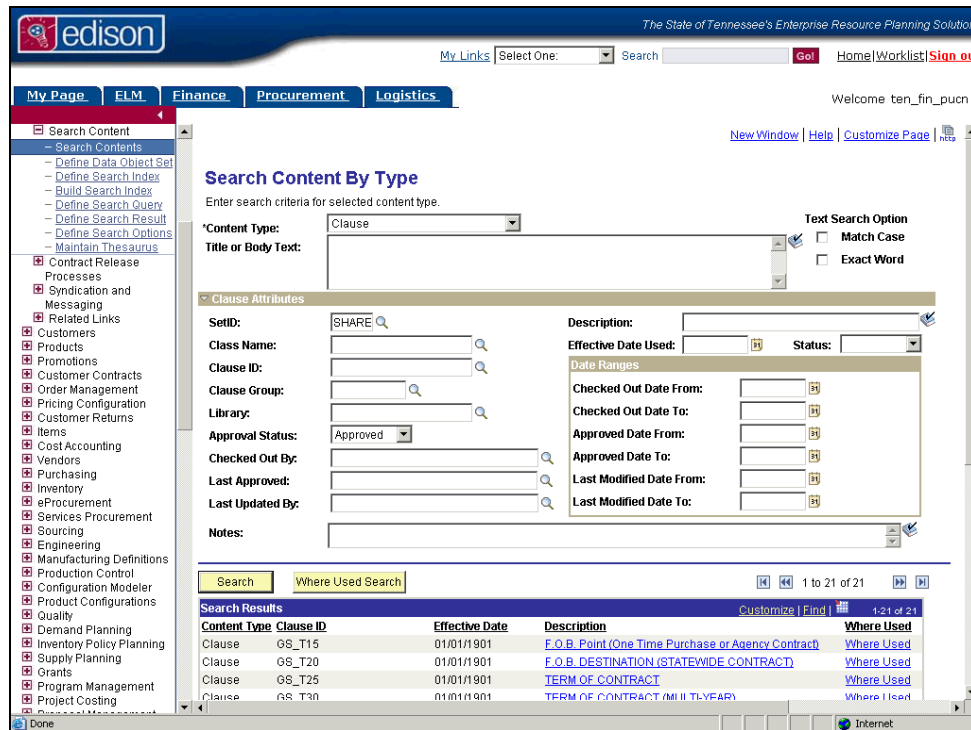
The screenshot shows the 'Search Content By Type' page in the Edison Project. The sidebar on the left contains a tree view with categories like 'Search Content', 'Contract Release', 'Processes', 'Related Links', 'Customers', 'Products', 'Promotions', 'Customer Contracts', 'Order Management', 'Pricing Configuration', 'Customer Returns', 'Items', 'Cost Accounting', 'Vendors', 'Purchasing', 'Inventory', 'eProcurement', 'Services Procurement', 'Sourcing', 'Engineering', 'Manufacturing Definitions', 'Production Control', 'Configuration Modeler', 'Product Configurations', 'Quality', 'Demand Planning', 'Inventory Policy Planning', 'Supply Planning', 'Grants', 'Program Management', and 'Project Costing'. The main area is titled 'Search Content By Type' and includes a search bar, a 'Content Type' dropdown (set to 'Clause'), and a 'Text Search Option' section with 'Match Case' and 'Exact Word' checkboxes. Below these are 'Clause Attributes' with fields for 'SetID' (containing 'SHARE'), 'Class Name', 'Clause ID', 'Clause Group', 'Library', 'Approval Status' (a dropdown), 'Checked Out By', 'Last Approved', 'Last Updated By', 'Notes', 'Description', 'Effective Date Used', 'Status', and a 'Date Ranges' section with 'Checked Out Date From/To' and 'Approved Date From/To' fields. At the bottom are 'Search' and 'Where Used Search' buttons.

Step	Action
7.	Click the <b>Approval Status</b> list. 
8.	Click the <b>Approved</b> list item. 



The screenshot shows the Edison application interface. The top navigation bar includes 'My Page', 'ELM', 'Finance', 'Procurement', and 'Logistics'. The left sidebar contains a tree view of the application's structure, including 'Search Content', 'Contract Release', 'Processes', 'Syndication and Messaging', 'Related Links', 'Customers', 'Products', 'Promotions', 'Customer Contracts', 'Order Management', 'Pricing Configuration', 'Customer Returns', 'Items', 'Cost Accounting', 'Vendors', 'Purchasing', 'Inventory', 'eProcurement', 'Services Procurement', 'Sourcing', 'Engineering', 'Manufacturing Definitions', 'Production Control', 'Configuration Modeler', 'Product Configurations', 'Quality', 'Demand Planning', 'Inventory Policy Planning', 'Supply Planning', 'Grants', 'Program Management', and 'Project Costing'. The main content area is titled 'Search Content By Type' and contains a search bar, a 'Content Type' dropdown menu, and a 'Text Search Option' section with checkboxes for 'Match Case' and 'Exact Word'. Below these are several input fields for search criteria, including 'SetID', 'Class Name', 'Clause ID', 'Clause Group', 'Library', 'Approval Status', 'Checked Out By', 'Last Approved', 'Last Updated By', 'Description', 'Effective Date Used', 'Status', 'Checked Out Date From', 'Checked Out Date To', 'Approved Date From', 'Approved Date To', 'Last Modified Date From', and 'Last Modified Date To'. A 'Search' button is located at the bottom of the search criteria section.

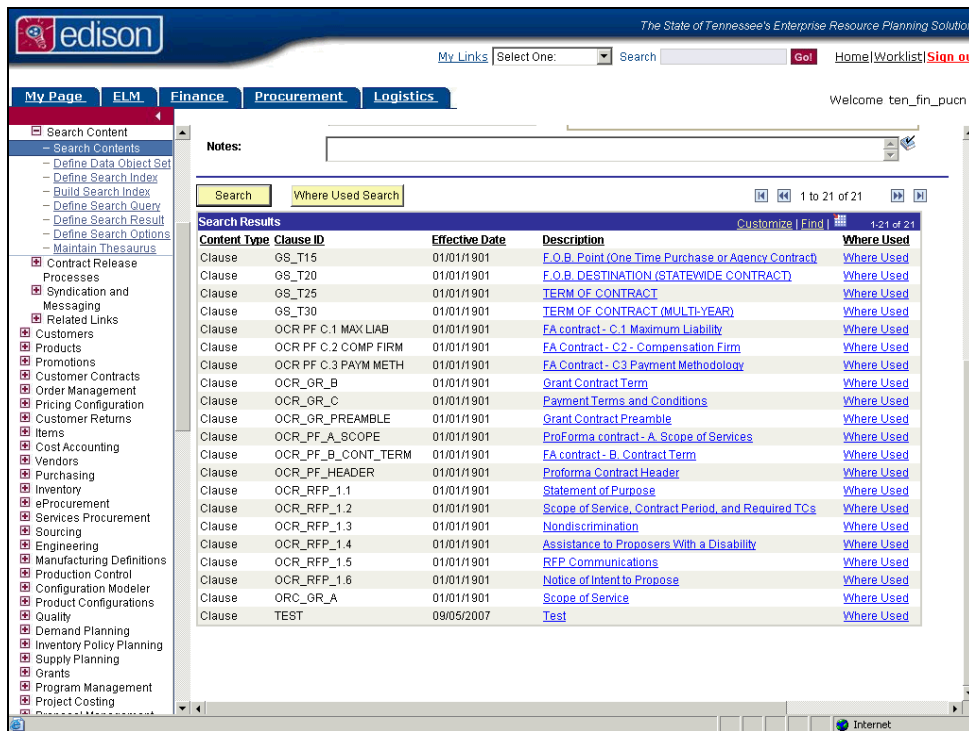
Step	Action
9.	Click the <b>Search</b> button. 



The screenshot shows the 'Search Content By Type' interface in the Edison Project. The left sidebar contains a tree view with categories like Search Content, Contract Release, Processes, and various business functions. The main area has a search criteria section with a dropdown for 'Content Type' set to 'Clause' and a text input for 'Title or Body Text'. Below this is a 'Clause Attributes' section with fields for SetID (containing 'SHARE'), Class Name, Clause ID, Clause Group, Library, Approval Status (set to 'Approved'), Checked Out By, Last Approved, Last Updated By, and Notes. To the right of these fields are date range pickers for 'Effective Date Used', 'Checked Out Date From/To', 'Approved Date From/To', and 'Last Modified Date From/To'. There are also checkboxes for 'Match Case' and 'Exact Word'. At the bottom, there are 'Search' and 'Where Used Search' buttons. Below the buttons is a table of search results.

Content Type	Clause ID	Effective Date	Description	Where Used
Clause	GS_T15	01/01/1901	<a href="#">F.O.B. Point (One Time Purchase or Agency Contract)</a>	<a href="#">Where Used</a>
Clause	GS_T20	01/01/1901	<a href="#">F.O.B. DESTINATION (STATEWIDE CONTRACT)</a>	<a href="#">Where Used</a>
Clause	GS_T25	01/01/1901	<a href="#">TERM OF CONTRACT</a>	<a href="#">Where Used</a>
Clause	GS_T30	01/01/1901	<a href="#">TERM OF CONTRACT (MULTI YEAR)</a>	<a href="#">Where Used</a>

Step	Action
10.	Click the scrollbar.



Step	Action
11.	Click an entry in the <b>Description</b> column. <a href="#">ProForma contract - A. Scope of Services</a>
12.	A new window will pop up after you select the desired clause. This page will present the Clause Definition.
13.	You have successfully searched the library by the content within a clause. <b>End of Procedure.</b>

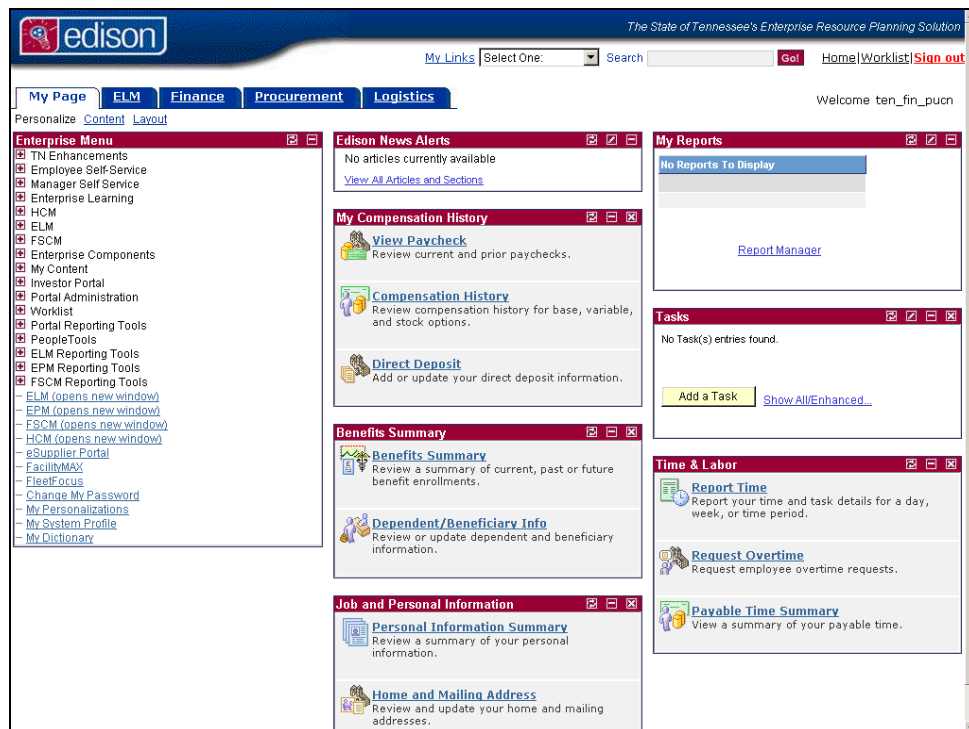



## Search Document Content

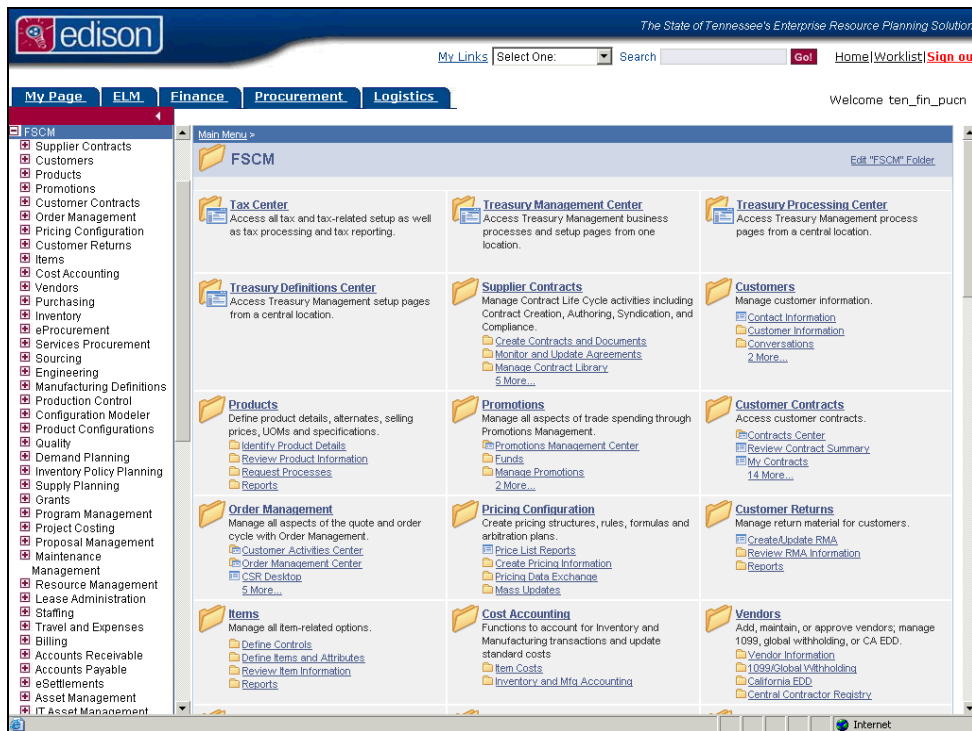
In Edison you can keyword search documents in the library. You can specify your search to look through any of the attribute fields of a document (Library ID, Description, Document Type, Document status, etc.). You can search for ad hoc, transactional contracts, and contract attributes.




## Procedure

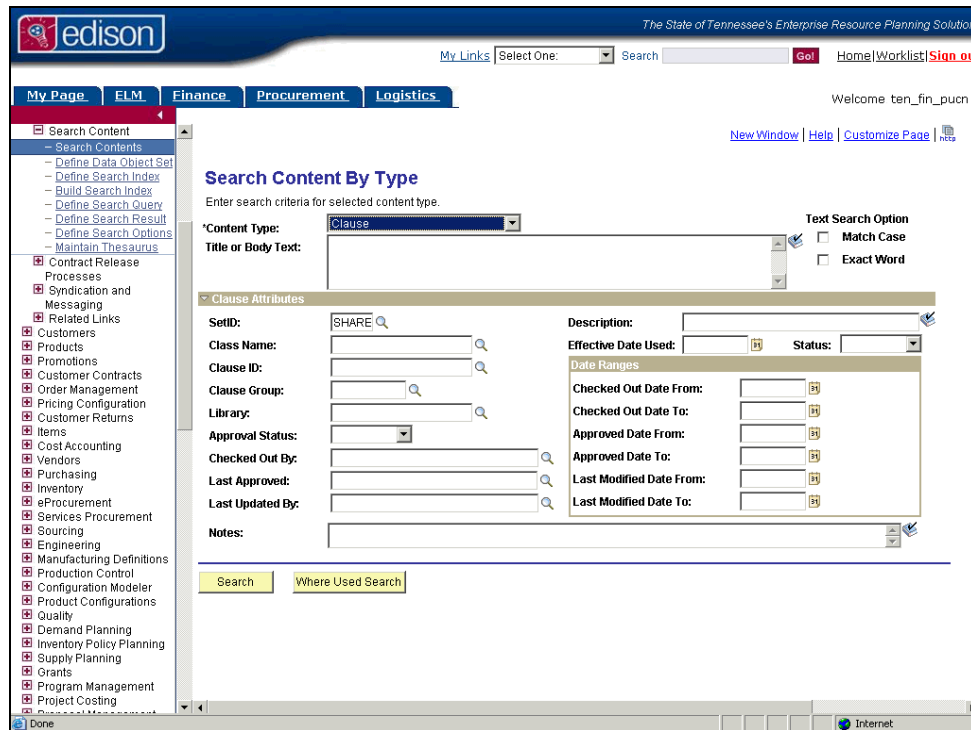
In this topic you will search the library by the content within a document.


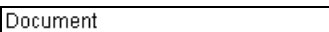


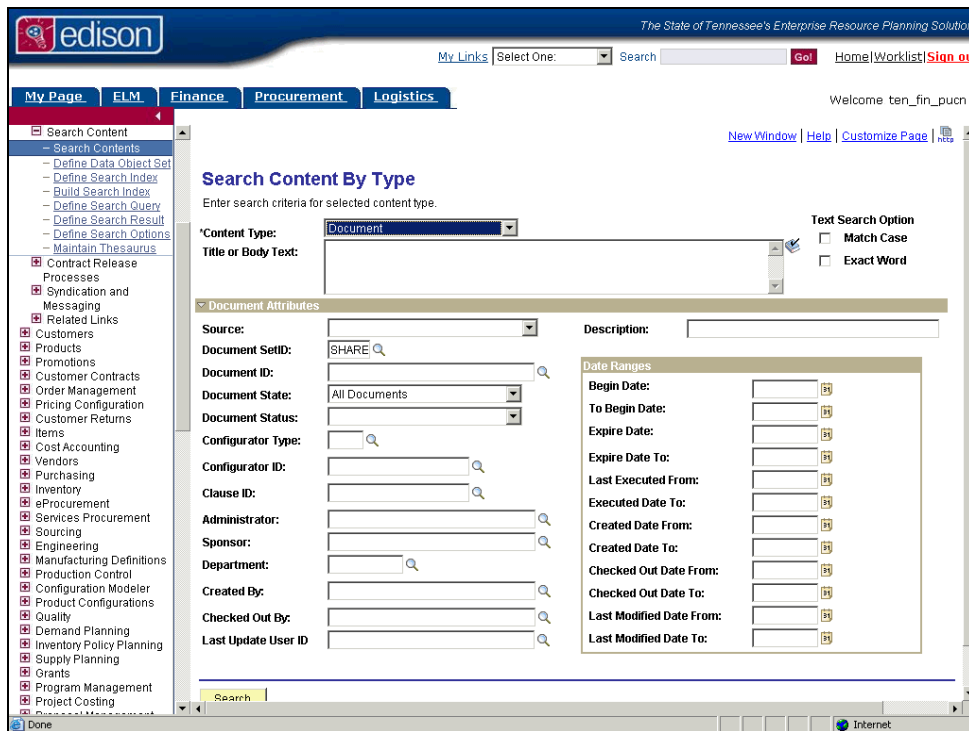
Step	Action
1.	Click the <b>FSCM</b> link. 





Step	Action
2.	Click the <b>Supplier Contracts</b> link.  <b>Supplier Contracts</b>
3.	Click the <b>Search Content</b> link.  <b>Search Content</b>
4.	Click the <b>Search Contents</b> link.  <b>Search Contents</b>

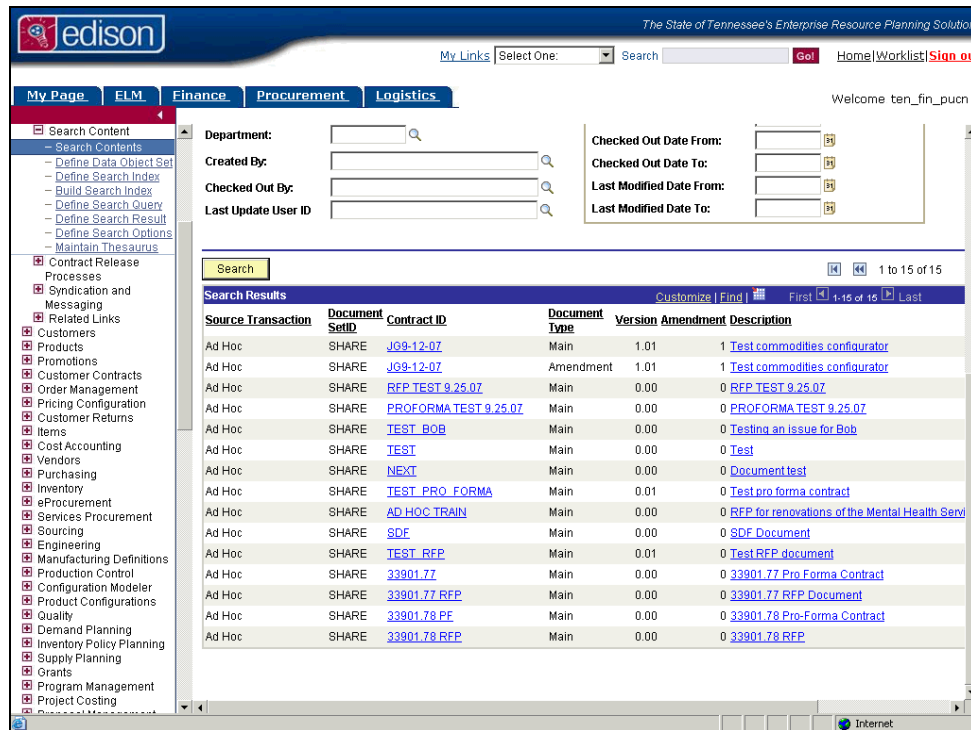


Step	Action
5.	Click the <b>Content Type</b> list. 
6.	Click the <b>Document</b> list item. 
7.	If the <b>Content Type</b> is changed new search fields will appear.



The screenshot shows the Edison Project web application interface. The top navigation bar includes 'My Links', 'Select One', 'Search', 'Go!', 'Home', 'Worklist', and 'Sign out'. The left sidebar contains a navigation tree with categories like 'Search Content', 'Contract Release', 'Processes', 'Syndication and Messaging', 'Related Links', 'Customers', 'Products', 'Promotions', 'Customer Contracts', 'Order Management', 'Pricing Configuration', 'Customer Returns', 'Items', 'Cost Accounting', 'Vendors', 'Purchasing', 'Inventory', 'eProcurement', 'Services Procurement', 'Sourcing', 'Engineering', 'Manufacturing Definitions', 'Production Control', 'Configuration Modeler', 'Product Configurations', 'Quality', 'Demand Planning', 'Inventory Policy Planning', 'Supply Planning', 'Grants', 'Program Management', and 'Project Costing'. The main content area is titled 'Search Content By Type' and includes a search criteria section with 'Content Type' set to 'Document' and a 'Text Search Option' section with 'Match Case' and 'Exact Word' checkboxes. Below this is a 'Document Attributes' section with various filters like 'Source', 'Document SetID', 'Document ID', 'Document State', 'Document Status', 'Configurator Type', 'Configurator ID', 'Clause ID', 'Administrator', 'Sponsor', 'Department', 'Created By', 'Checked Out By', and 'Last Update User ID'. A 'Date Ranges' section includes filters for 'Begin Date', 'To Begin Date', 'Expire Date', 'Expire Date To', 'Last Executed From', 'Executed Date To', 'Created Date From', 'Created Date To', 'Checked Out Date From', 'Checked Out Date To', 'Last Modified Date From', and 'Last Modified Date To'. A 'Search' button is located at the bottom of the main content area.

Step	Action
8.	Click in the <b>Begin Date</b> field. 
9.	Enter the desired information into the <b>Begin Date</b> field. Enter "8/2/07".
10.	Click the scrollbar.
11.	Click the <b>Search</b> button. 
12.	Click the scrollbar.



The screenshot shows the Edison ERP system interface. The top navigation bar includes 'My Page', 'ELM', 'Finance', 'Procurement', and 'Logistics'. The left sidebar contains a tree view of system components. The main content area displays search results for 'Ad Hoc' documents. The search criteria include Department, Created By, Checked Out By, and Last Update User ID. The search results table lists various documents with columns for Source Transaction, Document SetID, Contract ID, Document Type, Version, Amendment, and Description.

Source Transaction	Document SetID	Contract ID	Document Type	Version	Amendment	Description
Ad Hoc	SHARE	<a href="#">J09-12-07</a>	Main	1.01	1	<a href="#">Test commodities configurator</a>
Ad Hoc	SHARE	<a href="#">J09-12-07</a>	Amendment	1.01	1	<a href="#">Test commodities configurator</a>
Ad Hoc	SHARE	<a href="#">RFP TEST 9.25.07</a>	Main	0.00	0	<a href="#">RFP TEST 9.25.07</a>
Ad Hoc	SHARE	<a href="#">PROFORMATEST 9.25.07</a>	Main	0.00	0	<a href="#">PROFORMATEST 9.25.07</a>
Ad Hoc	SHARE	<a href="#">TEST_BOB</a>	Main	0.00	0	<a href="#">Testing an issue for Bob</a>
Ad Hoc	SHARE	<a href="#">TEST</a>	Main	0.00	0	<a href="#">Test</a>
Ad Hoc	SHARE	<a href="#">NEXT</a>	Main	0.00	0	<a href="#">Document test</a>
Ad Hoc	SHARE	<a href="#">TEST_PRO_FORMA</a>	Main	0.01	0	<a href="#">Test pro forma contract</a>
Ad Hoc	SHARE	<a href="#">AD_HOC_TRAIN</a>	Main	0.00	0	<a href="#">RFP for renovations of the Mental Health Serv</a>
Ad Hoc	SHARE	<a href="#">SDF</a>	Main	0.00	0	<a href="#">SDF Document</a>
Ad Hoc	SHARE	<a href="#">TEST_RFP</a>	Main	0.01	0	<a href="#">Test RFP document</a>
Ad Hoc	SHARE	<a href="#">33901.77</a>	Main	0.00	0	<a href="#">33901.77 Pro Forma Contract</a>
Ad Hoc	SHARE	<a href="#">33901.77 RFP</a>	Main	0.00	0	<a href="#">33901.77 RFP Document</a>
Ad Hoc	SHARE	<a href="#">33901.78 PF</a>	Main	0.00	0	<a href="#">33901.78 Pro-Forma Contract</a>
Ad Hoc	SHARE	<a href="#">33901.78 RFP</a>	Main	0.00	0	<a href="#">33901.78 RFP</a>

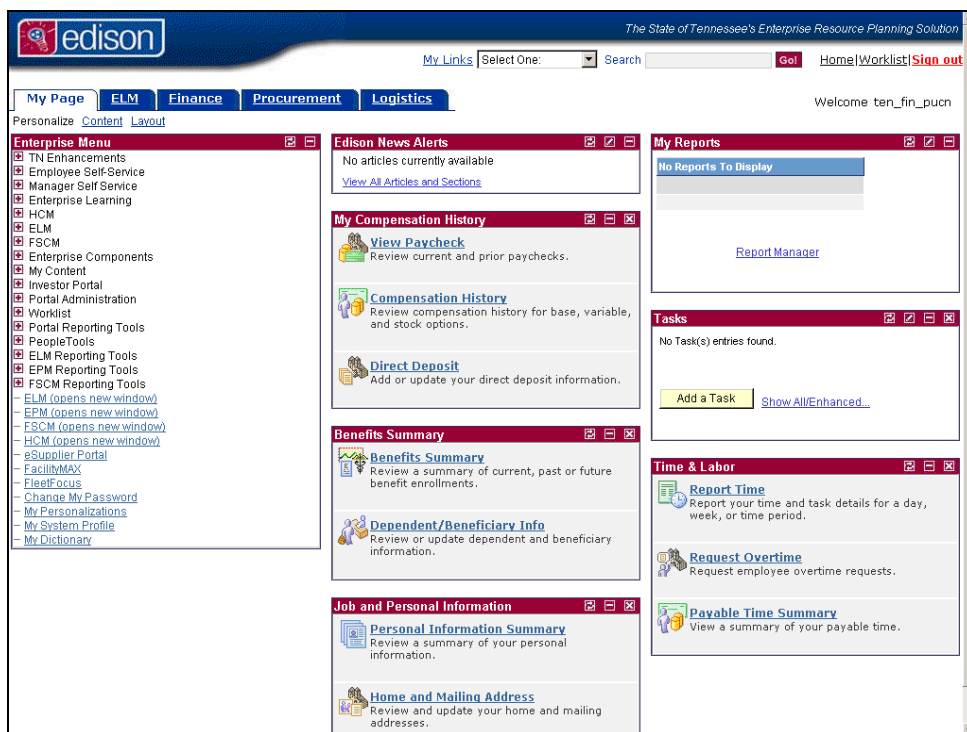
Step	Action
13.	Click an entry in the <b>Description</b> column. <a href="#">33901.77 Pro Forma Contract</a>
14.	A new window will pop up that contains all the information for the Document that was just selected.
15.	You have successfully searched the library by the content within a document. <b>End of Procedure.</b>


## Search Configurator Content

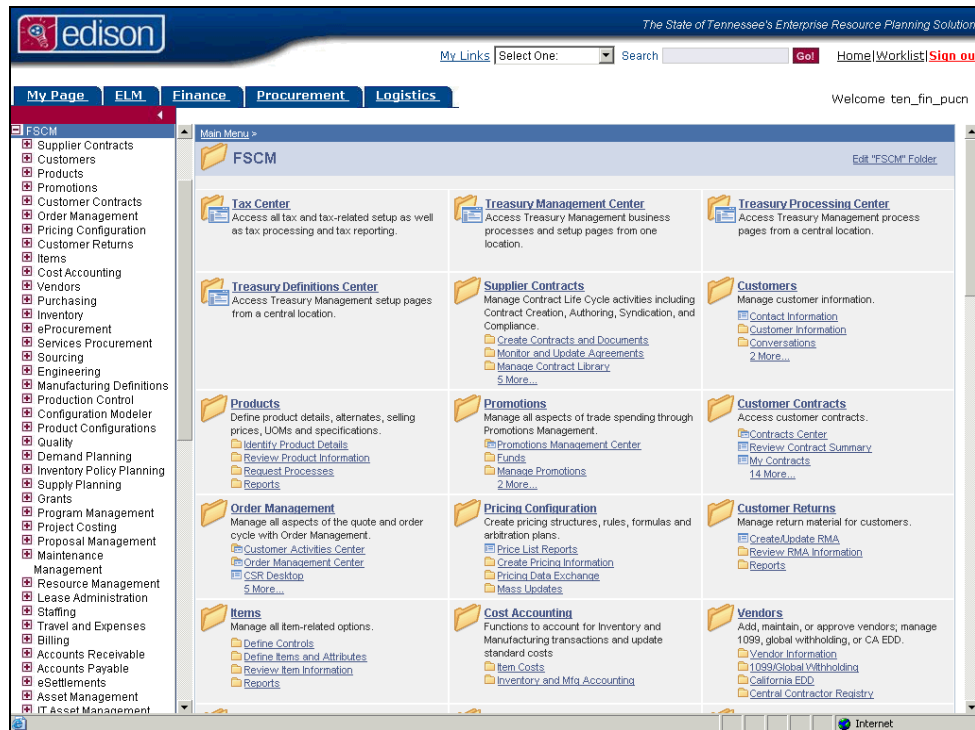
In Edison you can keyword search the configurators in the document library. Options that you can search configurators by are Word Template Name, Wizard ID, Configurator Status, Created Date From, Created Date To, Approved Date From, Approved Date To, Last Modified Date From, Last Modified Date To, etc.



## Procedure

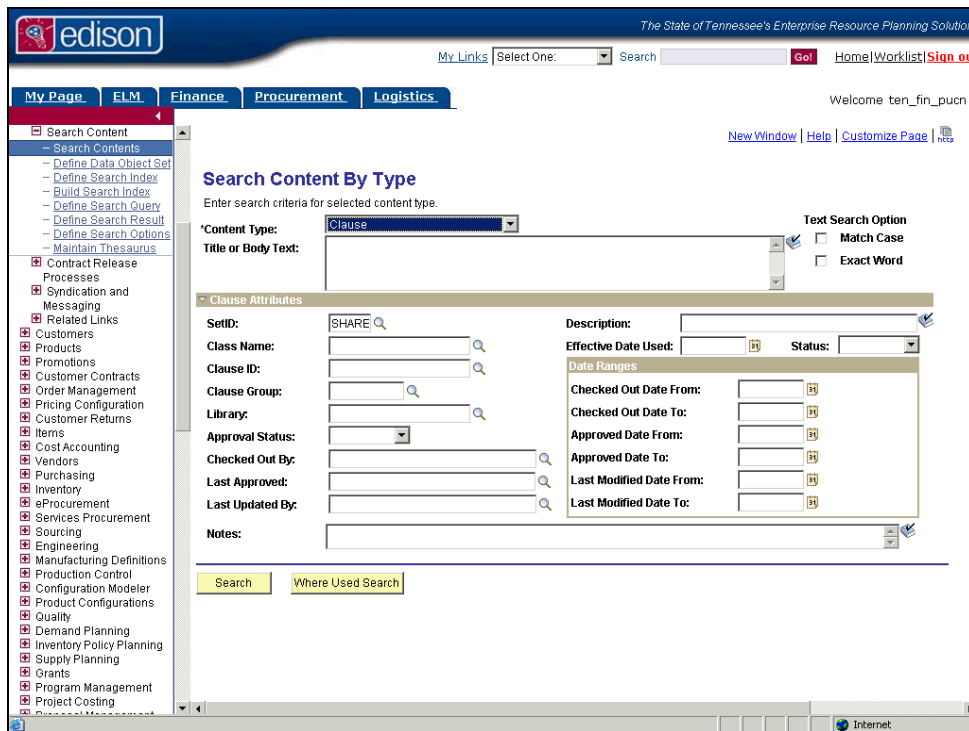
In this topic you will search the library by the content within a configurator.






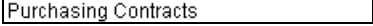
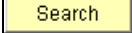
Step	Action
1.	Click the <b>FSCM</b> link. 



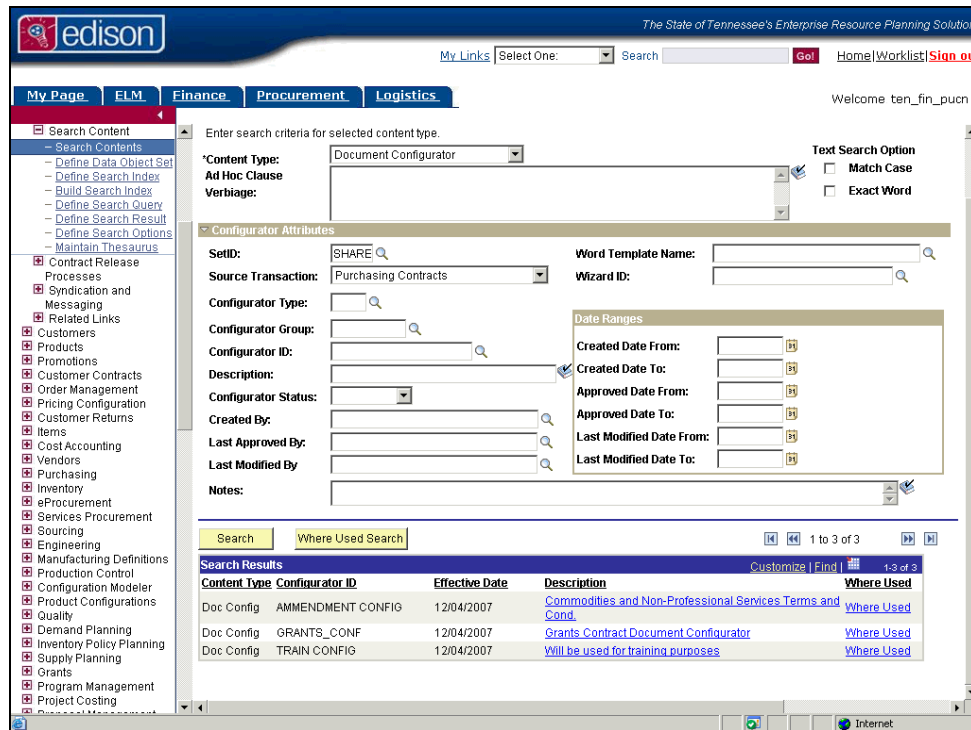
Step	Action
2.	Click the <b>Supplier Contracts</b> link.  <b>Supplier Contracts</b>
3.	Click the <b>Search Content</b> link.  <b>Search Content</b>
4.	Click the <b>Search Contents</b> link. <b>Search Contents</b>



The screenshot shows the Edison Project web application. The top navigation bar includes 'My Page', 'ELM', 'Finance', 'Procurement', and 'Logistics'. The left sidebar contains a tree view of system components. The main content area is titled 'Search Content By Type' and includes a search criteria section with a 'Content Type' dropdown set to 'Clause'. Below this is the 'Clause Attributes' section, which contains fields for SetID, Class Name, Clause ID, Clause Group, Library, Approval Status, Checked Out By, Last Approved, Last Updated By, and Notes. There are also date range pickers for 'Checked Out Date' and 'Last Modified Date'. A 'Search' button is located at the bottom of the search criteria section.

Step	Action
5.	Click the <b>Content Type</b> list. 
6.	Click the <b>Document Configurator</b> list item. 
7.	Click the <b>Source Transaction</b> list. 
8.	Click the <b>Purchasing Contracts</b> list item. 
9.	Click the <b>Search</b> button. 
10.	Click the scrollbar.





The screenshot shows the Edison Project web application. The top navigation bar includes 'My Links', 'Select One', 'Search', 'Go!', 'Home', 'Worklist', and 'Sign out'. Below this is a 'Welcome ten\_fin\_puch' message. The left sidebar has a 'Search Content' section with a tree view of search options. The main content area is titled 'Enter search criteria for selected content type.' and shows search criteria for 'Document Configurator'. It includes fields for 'Content Type', 'Ad Hoc Clause', 'Verbiage', 'SetID', 'Source Transaction', 'Configurator Type', 'Configurator Group', 'Configurator ID', 'Description', 'Configurator Status', 'Created By', 'Last Approved By', 'Last Modified By', 'Notes', 'Word Template Name', 'Wizard ID', and 'Date Ranges'. Below the search criteria is a 'Search Results' table with columns for 'Content Type', 'Configurator ID', 'Effective Date', 'Description', and 'Where Used'.

Content Type	Configurator ID	Effective Date	Description	Where Used
Doc Config	AMMENDMENT CONFIG	12/04/2007	Commodities and Non-Professional Services Terms and Cond.	Where Used
Doc Config	GRANTS_CONF	12/04/2007	Grants Contract Document Configurator	Where Used
Doc Config	TRAIN CONFIG	12/04/2007	Will be used for training purposes	Where Used

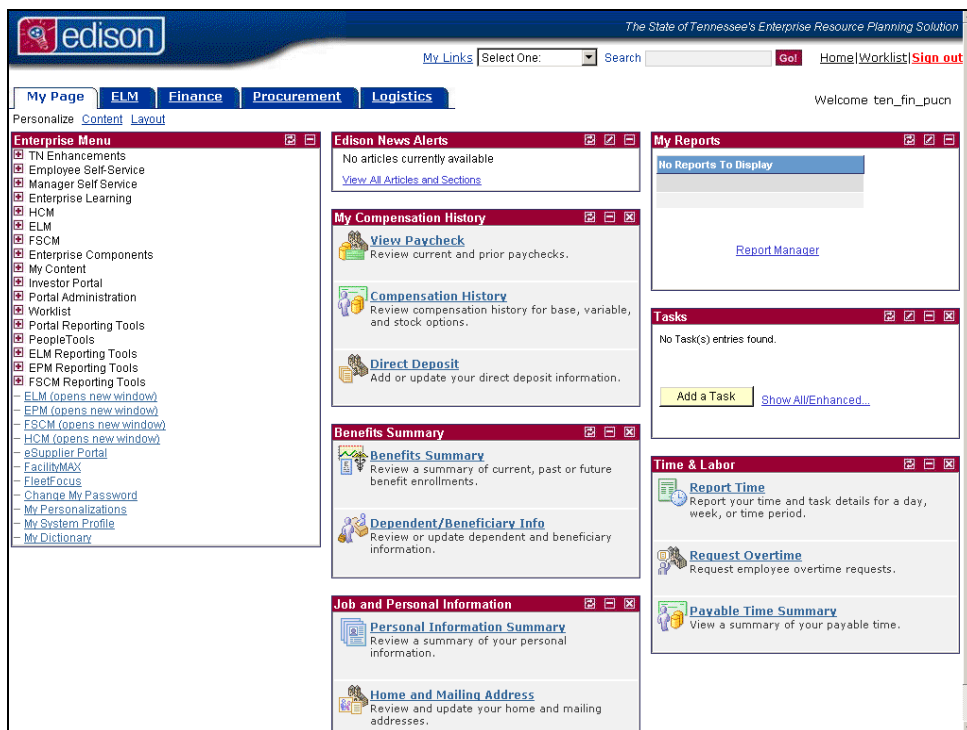
Step	Action
11.	Click an entry in the <b>Description</b> column. <a href="#">Commodities and Non-Professional Services Terms and Cond.</a>
12.	A new window will pop up containing the <b>Document Configurator Definition</b> for the Commodities and Non-professional Services Document.
13.	You have successfully searched the library by the content within a configurator. <b>End of Procedure.</b>


## Search Section Content

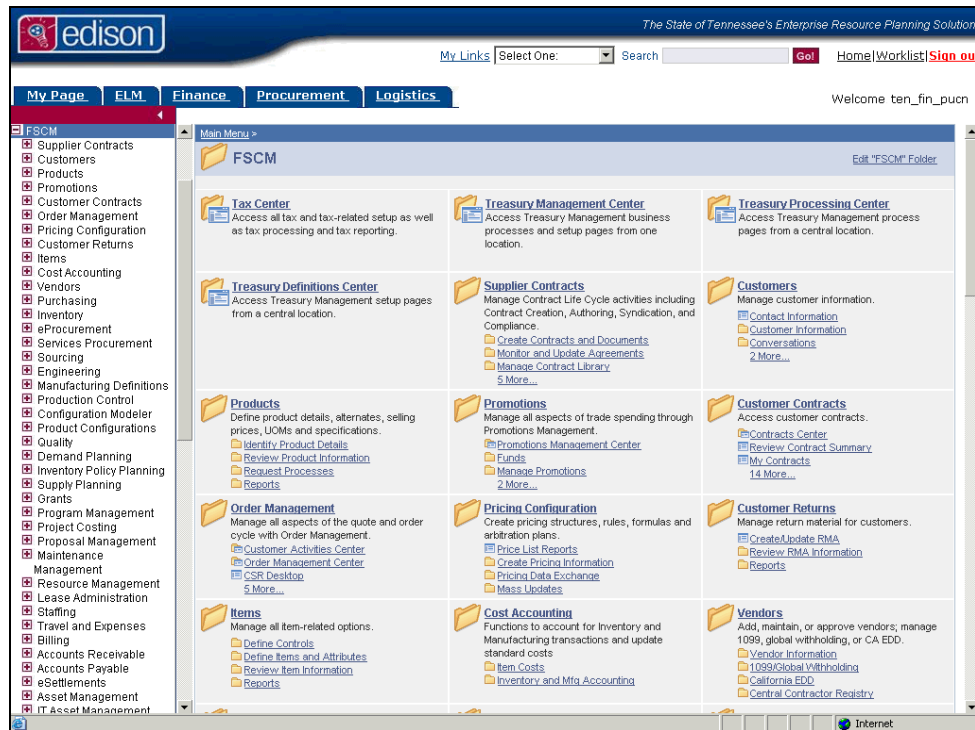
In this topic you will search the library by the content within a section. This search enables you to find sections by title, body text, clause id, and many other section attributes.



## Procedure

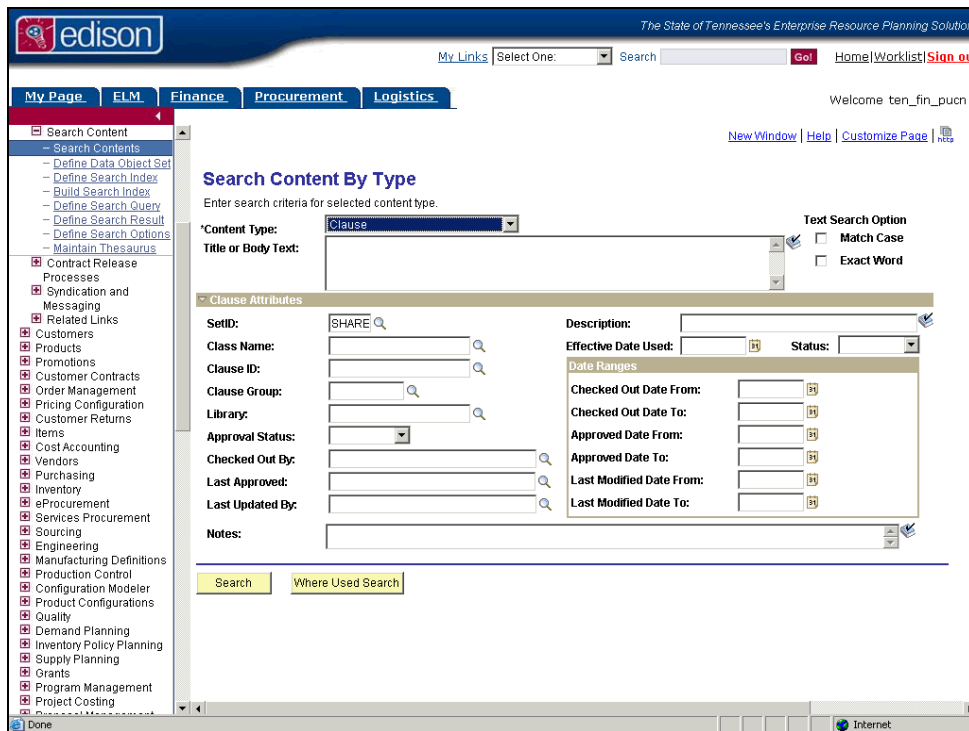
In this topic you will search the library by the content within a section.




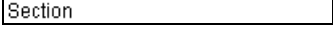

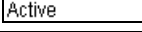

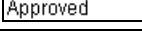
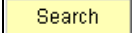
Step	Action
1.	Click the <b>FSCM</b> link. 

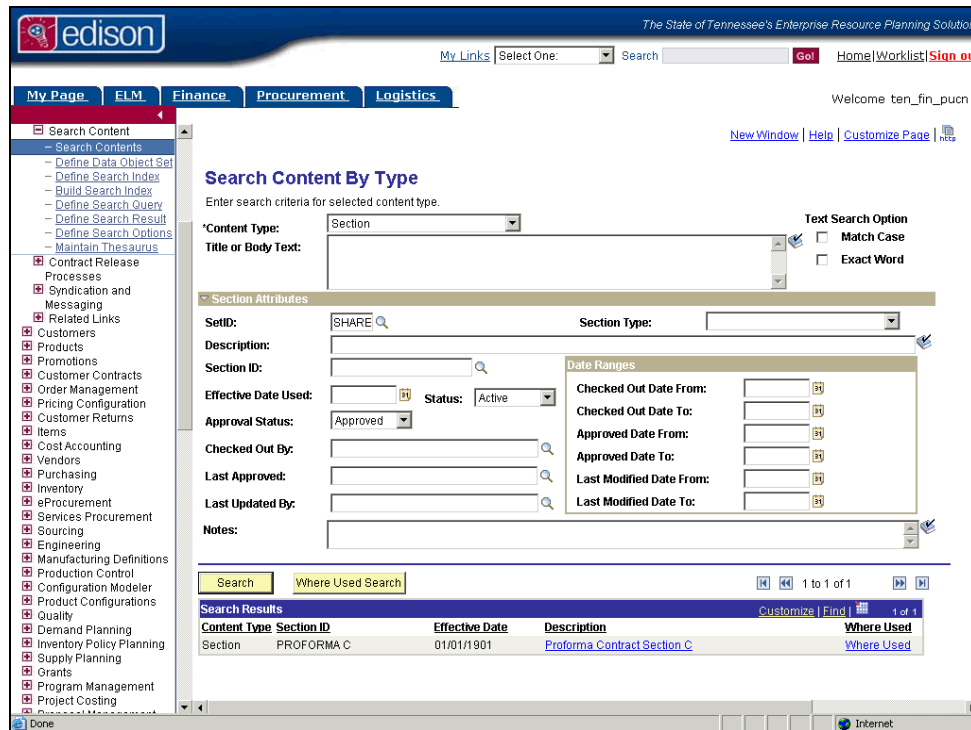


Step	Action
2.	Click the <b>Supplier Contracts</b> link.  <a href="#">Supplier Contracts</a>
3.	Click the <b>Search Content</b> link.  <a href="#">Search Content</a>
4.	Click the <b>Search Contents</b> link. <a href="#">Search Contents</a>



The screenshot shows the Edison web application interface. The top navigation bar includes 'My Links', 'Select One', 'Search', 'Go!', 'Home', 'Worklist', and 'Sign out'. Below this, there are tabs for 'My Page', 'ELM', 'Finance', 'Procurement', and 'Logistics'. The left sidebar contains a tree view of the application's structure, including 'Search Content', 'Contract Release', 'Processes', 'Syndication and Messaging', 'Related Links', 'Customers', 'Products', 'Promotions', 'Customer Contracts', 'Order Management', 'Pricing Configuration', 'Customer Returns', 'Items', 'Cost Accounting', 'Vendors', 'Purchasing', 'Inventory', 'eProcurement', 'Services Procurement', 'Sourcing', 'Engineering', 'Manufacturing Definitions', 'Production Control', 'Configuration Modeler', 'Product Configurations', 'Quality', 'Demand Planning', 'Inventory Policy Planning', 'Supply Planning', 'Grants', 'Program Management', and 'Project Costing'. The main content area is titled 'Search Content By Type' and includes a search bar, a 'Text Search Option' section with 'Match Case' and 'Exact Word' checkboxes, and a 'Clause Attributes' section with various filters like 'SetID', 'Class Name', 'Clause ID', 'Clause Group', 'Library', 'Approval Status', 'Checked Out By', 'Last Approved', 'Last Updated By', 'Description', 'Effective Date Used', 'Status', 'Checked Out Date From', 'Checked Out Date To', 'Approved Date From', 'Approved Date To', 'Last Modified Date From', and 'Last Modified Date To'. There are also 'Search' and 'Where Used Search' buttons at the bottom.

Step	Action
5.	Click the <b>Content Type</b> list. 
6.	Click the <b>Section</b> list item. 
7.	Click the <b>Status</b> list. 
8.	Click the <b>Active</b> list item. 
9.	Click the <b>Approval Status</b> list. 
10.	Click the <b>Approved</b> list item. 
11.	Click the <b>Search</b> button. 



The screenshot shows the 'Search Content By Type' interface in the Edison Project. The left sidebar contains a tree view with categories like Search Content, Contract Release, Processes, and various business functions. The main area is titled 'Search Content By Type' and includes a search criteria section with a dropdown for 'Content Type' (set to 'Section') and a text input for 'Title or Body Text'. There are checkboxes for 'Match Case' and 'Exact Word'. Below this is a 'Section Attributes' section with fields for 'SetID', 'Description', 'Section ID', 'Effective Date Used', 'Status' (set to 'Active'), 'Approval Status' (set to 'Approved'), 'Checked Out By', 'Last Approved', and 'Last Updated By'. A 'Date Ranges' section on the right allows filtering by 'Checked Out Date From/To' and 'Approved Date From/To'. At the bottom, a 'Search Results' table shows one result: 'Section' with 'Section ID' 'PROFORMA C', 'Effective Date' '01/01/1901', and 'Description' 'Proforma Contract Section C'. A 'Where Used' link is available for each result.

Step	Action
12.	Click an entry in the <b>Description</b> column. <a href="#">Proforma Contract Section C</a>
13.	A new window containing the <b>Section Definition</b> will pop up.
14.	You have successfully searched the library by the content within a section. <b>End of Procedure.</b>